



# **PARENT/STUDENT HANDBOOK**

***2018-2019***

***Lawrence Catholic Academy***

[www.lawrencecatholicacademy.net](http://www.lawrencecatholicacademy.net)

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Dear Parents and Students,

***"Set love as the criterion for all that you say, and whatever you teach, teach in such a way that the person to whom you speak, by hearing may believe, by believing, hope and by hoping, love."***

***St. Augustine***

Welcome to Lawrence Catholic Academy! In choosing LCA, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Lawrence Catholic Academy for the 2018-2019 school year. Please read this document, in its entirety, carefully, and sign the attached agreement. This agreement states that you understand and are aware of our policies and with this understanding intend to abide by the policies of Lawrence Catholic Academy during the 2018-2019 school year. **New/updated policies have been highlighted for your convenience.**

The faculty and staff of LCA look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mr. Jorge Hernandez  
Principal

## *Student Code of Conduct*

1. Your first priority at school is to learn. Avoid distractions that interfere with or are counter-intuitive to that mission.
2. Be in the assigned place with appropriate materials, ready to work at the designated time that class begins.
3. Keep hands, feet, and objects to yourself and never intentionally harm another student.
4. Use school appropriate language and behavior at all times while maintaining friendly and courteous behavior.
5. Be polite and respectful to everyone including students, teachers, administrators, support staff, and visitors.
6. Follow individual teacher instructions, class rules, and expectations at all times.
7. Do not be a bully. If you see someone being bullied, intervene by telling them to stop or immediately report it to school personnel.
8. Do not become a distraction for others. Give every other student the opportunity to maximize their potential. Encourage your fellow students. Never tear them down.
9. School attendance and participation in class are an essential part of the educational process. Regular attendance at school is necessary for student success. Furthermore, it allows students to achieve the maximum possible benefits from their educational experience. All students are encouraged to be present and prompt. School attendance is the responsibility of both parents and students.
10. Represent yourself in a manner that you will be proud of in ten years. You only get one opportunity to get life right. Take advantage of the opportunities you have at school. They will help you be successful throughout your life.

## *Parents As Partners*

As partners in the educational process at Lawrence Catholic Academy, we ask parents:

1. To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has a nutritional snack every day.
  - Is dressed appropriately for New England's various weather conditions
2. To actively participate in school activities such as Parent-Teacher Conferences;
3. To notify the school with a written note when the student has been absent or tardy, or needs to be dismissed later in the day.
4. To notify the school office of any changes of address or important phone numbers;
5. To meet all financial obligations to the school;
6. To inform the school of any special situation regarding the student's well-being, safety, and health;
7. To complete and return to school any requested information promptly;
8. To check your child's folder daily, read school notes, calendar, newsletters, emails and to show interest in the student's total education;
9. To support the religious and educational goals of the school;
10. If you are Catholic, to attend Mass and teach the Catholic faith by word and example; if you are of another faith to practice and teach by word and example of your faith tradition;
11. To support and cooperate with the discipline policy of the school;
12. To always treat teachers with respect and courtesy in discussing student problems;
13. To not post negative comments about students, teachers, or the administration on social media.
14. To register for VIRTUS training through St. Patrick Parish, or a parish of your choosing.
15. To complete a CORI form

## **Parent's Role in Education**

*We, at Lawrence Catholic Academy, consider it a blessing and privilege to work with parents in the education of children. We believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life; physically, mentally, spiritually, emotionally, and psychologically. Your choice to enroll your child(ren) at Lawrence Catholic Academy involves a commitment and exhibits a responsibility for helping your child to recognize God as the greatest good in his/her life.*

*Good example is the strongest teacher. Your personal relationship with God, with each other, and with your faith community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good faith based morality and by an honest personal relationship with God in your family life.*

*Once you have chosen to enter into a partnership with Lawrence Catholic Academy, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs/requires constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical attributes. Through this educational partnership teachers and parents should present a united front in our mission of challenging, yet nurturing, the student to reach his/her potential. To do otherwise will only teach disrespect of all authority. If there is an incident at school, please know we will work together and support one another as we come to a resolution. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about school or a child's teacher will not allow the student to reach their maximum growth or potential.*

*Students are naturally eager to grow, learn, and please. Sometimes in the process of maturation new interests may cause a student to lose focus. As this natural process of growth and development occurs, the student needs both understanding, educational awareness, and discipline. At times, your child may perceive discipline as unwarranted. However, it is boundaries and limits which provide a young person with both guidance and security.*

*It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence and tardiness.*

*Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.*

## **MISSION STATEMENT**

United through the love of Jesus, Lawrence Catholic Academy is a welcoming community that advances strong faith and excellence in education.

## **PHILOSOPHY**

Lawrence Catholic Academy is a community of believers who strive to permeate the school with the love and compassion of Jesus Christ. We, as a faith community, have accepted the mandate of Jesus Christ to “love one another as I have loved you.” In conjunction with the family and the Catholic Church community, we foster the spiritual, intellectual, physical, social and emotional development of the whole child.

## **LCA HISTORY**

Lawrence Catholic Academy is a collaborative effort of Our Lady of Good Counsel and Saint Patrick Parishes. Bringing together more than 100 years of Catholic educational experience, Lawrence Catholic Academy opened in September 2010 on the site of the former Saint Patrick School.

Lawrence Catholic Academy is an elementary Pre-Kindergarten (three-year olds) through Grade 8 school located in Lawrence, Massachusetts. It offers a motivating and full-bodied curriculum, enlightened by Catholic teaching and offers all students an excellent education in a faith-filled and supportive environment. The faculty strives to permeate the school with the love and compassion of Jesus Christ. We, as a faith community, have accepted the mandate of Jesus Christ to “love one another as I have loved you.” In conjunction with the family and the Catholic Church community, we foster the spiritual, intellectual, physical, social and emotional development of the whole child.

## **ADMISSION POLICY**

Lawrence Catholic Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, scholarship programs, athletic and other school administered programs.

Non-Catholic students are welcome at Lawrence Catholic Academy. Non-Catholic students participate in all aspects of the religion curriculum. The students celebrate with the entire student body in all Liturgical celebrations.

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results along with all other requested admission documents. These will be

reviewed to determine whether the program at Lawrence Catholic Academy will meet the educational needs of the students. An interview with the student is part of the admission process. This interview will not include the student's parent. \*Failure to provide information regarding your child's 504 or IEP plan will impact your child's provisional acceptance at Lawrence Catholic Academy.

\*All new students are conditionally accepted on a 60 day trial period. Students who fail to rise to academic and behavioral standards expected at LCA will not be permitted full acceptance and will be asked to withdraw his/her attendance at LCA. The decision of the school is final.

### **PRE-KINDERGARTEN**

Students entering Pre-Kindergarten are required to bring birth certificates, baptismal records, and health and immunization records. The children entering Pre-Kindergarten must be three (PreK 1) or four years old (PreK 2) by September 1 of the new school year. **Pre-Kindergarten students must be toilet trained.**

Pre-Kindergarten dress code is the gym uniform.  
Pre-Kindergarten has a \$65.00 arts/craft fee per student.

### **KINDERGARTEN**

Students entering Kindergarten are required to bring birth certificates, baptismal records, and health and immunization records and any prior school records. The children entering Kindergarten must be five-years-old by September 1 of the new school year.

Kindergarten dress code is the gym uniform.  
Kindergarten has a \$65.00 arts/craft fee per student.

### **ARRIVAL AND DISMISSAL PARKING POLICY**

The Lawrence Police Department, in conjunction with LCA will be enforcing the "No Double/Triple Parking, around the streets of the school," and "No parking at the Packard Pharmacy," and business offices across the street. Please park in a legal space on the street. Arrive early to get a spot. Cars will be towed and/or ticketed for not abiding by the law.



## SCHOOL HOURS

All students should be in the schoolyard by 7:45 AM.

\*\*\*Students **may NOT** be dropped off at the front door. Any student entering through the front must be brought in by a parent. Entry through the front for students will not begin until 8:00 am. Student's **MUST** be escorted in by a parent for the student to be allowed to class.

Entrance Bell                                 7:50 AM grades PK-8

\*\*\*Parents are to leave the yard/parking lot immediately after the bell rings for the students to line up.

\*\*\*For the safety of our students, parents/guardians will not be permitted to escort their students to class. NO EXCEPTIONS.

Recess

Grades 1&2                                 10:00-10:15 AM

Grades 3&4                                 10:15-10:30 AM

\*Students may not arrive to school prior to 7:30 AM. The playground is not supervised before 7:30 AM or after 2:30 PM. Students are expected to leave immediately following dismissal.

Dismissal

2:25 PM Afternoon prayer bell

2:30 PM Bus dismissal bell and dismissal for grades PK-Grade 8

On half days, dismissal is at 12:00 PM. Parents are responsible for transportation when buses are not available. The extended day program is not available on half days.

It is the responsibility of the parent to arrange for their student(s) to arrive at school on time and be picked up at dismissal time. Students who arrive prior to 7:30 AM or who are not picked up by 2:30pm for school dismissal or by 5:30 PM for dismissal from the after school program will receive:

- a phone call reminding you to not drop off your child early or to pick up your student(s) on time
- a registered letter reminding you that dropping your child off at school prior to 7:30 AM or failure to pick up your child on time constitutes neglect. The Lawrence Police Department and Child Protective Services may be notified as it is considered child abandonment.
- for students who remain after 6:00 PM, the Lawrence Police Department and Child Protective Services will be notified as it is considered child abandonment.

## ATTENDANCE

### **"Good attendance is absolutely necessary for success in school."**

The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

- Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- When a student is absent for three or more days due to illness, a doctor's note should be presented upon the student's return.
- Parent must call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may only be picked up at the school office between 3:00 PM – 3:30 PM.
- For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.
- Teachers are not required to give make-up tests or assignments for absences due to vacations.
- No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*)
- Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

\*\*\*Excessive absences (20 days) or the equivalent of 20 days including tardies, may result in grade retention.

Regular attendance is vital to student's success in school. To achieve maximum gains it is important for the student to be present all day, every day. If a child must be absent from school due to illness, death in the family, or family emergencies please be aware of the following protocol:

1. Parent/Guardian should call the School Health Office (978-683-0787) before 8:00 AM to inform school of absence. School office personnel will call the child's home when a call does not come in from the parents.
2. The reason for a student's absence must also be given upon his/her return in written form for our records. The phone call on the day of the absence does not replace the need for a written note the day of a student's return to school.
3. It is the responsibility of the student to make up work he/she missed while absent.

4. It is the student's responsibility (in grades 5-8) to see the teacher upon his/her return to check on any missed work. Assignments may only be picked up between 3:00PM-3:30PM in the office if previously arranged between the parent and the teacher.
5. Frequent or prolonged absences, tardiness, or dismissals will be referred to the truant officer of the public school district the student resides in. Excessive absences may result in grade retention. The district allowance does not exceed 7 absences per marking period, excused or unexcused. If a student has more than 7 unexcused absences they will automatically fail that marking period.

### **STUDENT DISMISSAL PROCEDURE**

Student dismissal procedure will follow original selection noted at the beginning of the year; such as parent pick-up, bus, walking, or extended day-care. **Students may not** change their dismissal procedure. If a bus student is not to take the bus on a particular day, the **parent must** send in a note to change the student's mean of transportation home; otherwise the student's procedure will **not** change, and the student will be placed on the bus. Dismissal changes will not be made without a note and dismissal changes or early dismissals will not be accepted by phone, email, etc., after 2 p.m.

### **EARLY DISMISSAL PROCEDURES**

Early dismissal is discouraged. If a student is going to be dismissed the parent must send in a note stating why the student is being dismissed, time of dismissal, and who will be picking the student up. The note must be sent on the morning of the dismissal. Students will not be dismissed without this note.

\*This procedure is a requirement of the state.

**\*\*\*If your child will be dismissed early, they must be dismissed by 2:00PM. Early dismissals will not be permitted after 2:00 PM, dismissal changes will not be accepted in person or via phone after 2:00 PM. \*No Exceptions.**

### **VACATIONS/EXTENDED ABSENCES**

Lawrence Catholic Academy strongly discourages planning vacations while school is in session. **\*\*\*Absences as a result of a vacation are unexcused\*\*\*.**

Assignments and work will not be provided in advance of a vacation. Missed work is the responsibility of the student, upon return of their time out. Students who are absent due to a vacation have one day for each day of absence to make up the missed assignments, quizzes or tests.. Missed quizzes or tests will be made-up after school, at the teacher's discretion. Quizzes and tests not made up will result in a grade of zero.

## **TARDINESS POLICY**

Tardiness/late arrival to school is not only an “attendance” issue. Tardiness is a behavioral issue that requires a shift in mindset to correct. Being present and on-time to school is a requirement of the state, and as such the administration is required to report excessive absences and tardiness to the District Truancy Officer.

The Tardiness Policy for the 2018/2019 academic school year will operate on a “Three Tier Positive Approach”.

### **Tier 1**

- Students arriving late to school miss school provided breakfast, loss of free time (at the teacher’s discretion), to make up for lost time in the classroom.
- Three tardies will result in a phone call or letter home from the administrator’s office to discuss next steps, and will be considered as one half-day absence.

### **Tier 2**

- Students continuing to arrive late to school will continue to miss school provided breakfast, have loss of free time.
- Five or more tardies will result in a conference with the Principal and the parent’s and will count a one full-day absence.

### **Tier 3**

- Continued tardiness, following the conference with the Principal, will result in a filing with the District Truancy Officer of the district the student resides in. Repeated tardiness and absences are considered Educational Neglect.
- A student will have their academic grade lowered by half a grade in those classes for which they are late.
- Excessive loss of “classroom time” may result in grade retention.

Doors will be locked immediately following the last line in the building. Students should not be sent running across the schoolyard as the last lines are entering. Once the doors have closed, they will not be reopened to let in tardy students. Late is late and causes a disruption for the student who is late and for the entire class. Tardy students must use the main entrance with their parent/guardian to sign them in.

\*No student will be admitted to class without the tardy slip filled out in its entirety, including a reason, by the person bringing the child to school. NO EXCEPTIONS.

## **OFFICE HOURS**

For the safety of our students the Main Office hours for parents/visitors will be from 8:30 a.m - 2:00 p.m., and will resume at 3:00 p.m.-3:30 p.m. From 7:30 a.m. - 8:30 a.m., and from 2:00

p.m. - 3:00 p.m., the main focus of all employees in the building is the students; their safety is our priority.

### **WITHDRAWAL AND TRANSFER**

Parents of children who leave the school for any reason should make this fact known in writing. The following information should be given:

1. Reason for withdrawal
2. New address
3. Name and address of the new school
4. The final day the child will be attending LCA

### **OFFICE RECORDS**

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

\*In the event of an emergency it is imperative that we are able to reach a family member.

### **UNIFORM DRESS CODE**

Reasonable care and neatness in regard to dress and appearance is required for all students. The acceptability of the personal appearance of all students will remain at the discretion of the school administration.

#### **Girls Grades 1-4**

- Burgundy plaid jumper
- White blouses, no polo shirts
- Plaid cross tie
- Burgundy/maroon or gray knee highs or tights
- School uniform sweater or sweater vest (burgundy, gray, or navy blue)
- LCA Spirit wear sweatshirts may be worn to school, but may not be worn during class time
- Colored shirts, colored tank tops, colored bras, or long sleeve shirts are not permitted underneath the uniform shirt.

#### **Girls Grades 5-8**

- Plaid burgundy skirt
- White blouses long plaid burgundy tie
- Burgundy/maroon or gray knee highs or tights

- School uniform sweater or sweater vest (burgundy, gray, or navy blue)
- LCA Spirit wear sweatshirts may be worn to school, but may not be worn during class time.
- Colored shirts, colored tank tops, colored bras, or long sleeve shirts are not permitted underneath the uniform shirt.

\*Between November 1 and April 1, girls in grades 1-8 are allowed to wear black or blue uniform slacks with a navy, black, or brown belt, instead of the jumper or skirt. Pajama pants are not permitted under the jumper or skirt.

### **Boys Grades 1-8**

- Pants (navy blue or black), with belt
- white Oxford Shirt, no polo shirts
- tie (solid burgundy or gray)
- school uniform sweater or sweater vest (burgundy, gray, or navy blue)
- Blue/Black socks (no athletic socks)
- LCA Spirit wear sweatshirts may be worn to school, but may not be worn during class time.
- No colored shirts, colored tank tops or long-sleeved shirts may be worn under shirts. Solid white undershirts are permitted, only.

### **Gym Uniform: Pre-Kindergarten to Grade 8**

Gym uniform must have the LCA school logo. Gray sweatpants and sweatshirt with school logo, burgundy T-shirt with the school logo. Gray jersey or mesh shorts with the school logo. Sneakers are part of the gym uniform and must be worn for gym.

### **Shoes**

- Only low heeled, flat soled, low cut shoes are allowed.
- Socks/hosiery must be worn and shoes with straps or laces must be tied.
- Boot-type or athletic footwear such as work boots, hiking boots, sneakers, sneaker-like or bowling shoes are not permitted.
- Sandals, platforms and clogs are not permitted.
- Shoes must be solid colored brown or black. (Brown or Black sneaker styles are NOT permitted.
- High heeled, bulky, and/or oversized shoes pose a safety threat to students and will not be permitted.

### **Hair/Earrings**

Boys' hair length is not to touch the shirt collar and must be above the eyebrows and ears. Any hairstyle (girls or boys) in which there is a noticeable difference in hair length or color is not permitted. Falling into this category would be any novelty haircut or style such as the "man-bun", ombre, colored hair tips, designs shaved into the hair, mohawks, etc.

Boys are not to wear earrings or studs.

\*No facial hair is allowed.

Girls are permitted one pair of stud earrings, no hoop earrings or dangling earrings due to safety concerns. No more than one jewelry bracelet and no other types of bracelets may be worn in school. No one is allowed any facial piercing.

Makeup and nail polish are not allowed.

Infractions of the dress code will result in the following:

<u>First Offense:</u>	verbal warning
<u>Second Offense:</u>	written warning
<u>Third Offense:</u>	detention

### **DRESS DOWN DAY/CASUAL FOR A CAUSE DAY DRESS CODE**

Every month, the students will receive a dress down day/casual for a cause day for a small fee. The normal dress code rules are in effect even on these special days. There should be no jeans with holes and rips, leggings, jeggings, graphic t-shirts, tank-tops, spaghetti straps or other sleeveless or low cut blouses, no tight fitting clothing of any type, no short skirts or shorts. Again for footwear, there should be no work-boots, hiking boots, flip-flops Uggs, heels, sandals, or clogs.

\*\*If a student does not follow the dress code on a dress down day the parent will be called to bring a change of clothes and th student will not be permitted to participate in following dress down days/casual for a cause days.

**\*Good Rule: If you think you shouldn't wear it, you shouldn't.  
If you have to ask if it is okay to wear, it isn't.**

### **LOST AND FOUND**

Any items left in the school building or on the school grounds should be given to the main office to be placed in the lost and found box. Items placed in the lost and found remain there for 10 days. **After 10 days, items are donated to charity.**

**\*It is recommended that you label your student's belongings.**

## **PARENT VISITATIONS**

Parents are encouraged to consult with the teachers concerning the progress of their child. Please be aware that at no time will parents be allowed to the classroom during the school day without an appointment. You may write a note or email to your child's teacher requesting a conference. Please call the school or use the teacher's email address. Classes may never be disturbed except in case of emergency; conferences must be arranged to take place outside of school hours.

## **VISITORS**

- During the school day, visitors should use the Salem Street door, report to the school office, sign in, and wear a visitor badge. All visitors must sign in at the office. Parents will not be permitted to the classrooms during school hours.
- Messages of any kind, except in an emergency, will not be given to the children.
- Birthday parties are not permitted at school, please do not send in cake, or cupcakes, the State lunch program does not allow for any outside food to be brought to school.
- Birthday party invitations will not be passed out in the classroom.

## **PARENT - TEACHER CONFERENCES**

Individual conferences may be arranged throughout the school year at the teacher's or the parent's request. This request should be made in writing or by phone. Parents are encouraged to arrange conferences at the end of each academic term. Conferences will not be held in the school-yard at arrival or dismissal.

## **TELEPHONE CALLS**

The telephone in the school office is a business phone and as such may not be used by students for personal reasons. Parents should impress upon their children the importance of bringing all school supplies in the morning (homework, projects, lunches, gym clothing, etc.). Also, students should make arrangements for after school activities prior to coming to school.

## **HOMEWORK**

Homework in all classes must be passed in on time during the class period on the date assigned. Homework must be legible; papers should be neat. Of all the learning strategies, it is the one that most affects the home/school relationship. Because of the diverse and complex family lifestyles, we see homework as challenging but workable. Homework will:

1. Support learning;
2. Give teachers feedback;
3. Practice skills;



4. Deepen understanding;
5. Enhance knowledge;
6. Build confidence.

Teachers design quality homework tasks, differentiate to meet individual needs, utilize various rubrics for checking for understanding and completion, use completion strategies, and offer support for understanding.

### **Practice**

1. Students are required to have a homework/assignment notebook (provided by LCA).
2. According to grade levels, teachers clearly assign homework during class time.
3. Homework is due the following day (unless otherwise specified by the teacher).
4. Dates are clearly stated for long-range projects

### **Options for making up assignments:**

Students will be allowed to make up assignments based on teacher discretion. Teachers will decide the number of days provided in order to make-up the missed work.

Make-up of a quiz or test is determined with the teacher. It is the teacher, according to his/her schedule, who will determine when test will be taken.

### **Parents are encouraged to:**

- Establish a quiet workplace with needed materials;
- Monitor time spent on homework (getting up, eating, playing with pets, distractions, cell phones, music does not count as homework time);
- Create a daily schedule with times;
- Ask child about what was studied in school;
- Ask to see homework/assignment book;
- Assist child in organizing homework materials;
- Help child set up a plan for completing homework;
- Communicate with teacher if homework becomes problematic.

Parents should not:

- Teach their child concepts or skills;
- Complete assignments for their child;
- Allow child to sacrifice sleep to complete homework.

It is expected that students, once accustomed to the system and grade requirements, will assume personal responsibility for work and become independent learners with little need for parental support.

Generally the amount of time spent doing homework is as follows and does not include reading:

Grade 1: 20 minutes

Grade 2: 35 minutes

Grade 3: 45 minutes

Grade 4: 55 minutes

Grade 5 & 6: 65-100 minutes

Grade 7 & 8: 100-125 minutes

\*\*\*Assigned nightly reading is not included in the time above.

\*\*\* Parents are encouraged to check their child's work and assignment book each evening to see that they are doing what is required in the assignment book.

### **ABSENTEE HOMEWORK**

A child who has been absent for one or two days should ask the teacher for work upon his or her return. Each teacher will determine the result in homework not completed and returned to school from an extended absence.

### **MAKE-UP TESTS**

Make-up tests in all subjects should be guided by the following rules:

- 1) Make-up tests are permitted for those who have been absent due to illness.
- 2) These tests will be scheduled for a certain day, after school (designated by the teachers on the various levels) within the week after the child returns.
- 3) It is the responsibility of the student to see that he/she reports to the teacher after school hours on the day assigned.

### **PROGRESS REPORTS/REPORT CARDS**

Progress reports for grades 1-8 will be sent one per term. Report cards for Grades 1-8 are sent to the parents three times during the school year.

### **HONOR ROLL FOR GRADES 4 TO 8**

Distinguished Honors - All marks 90 - 100

Honors - All marks 83 or above

\*Conduct and Effort marks must be satisfactory or excellent; in all subject areas including specialist areas.

### **GRADE RETENTION POLICY**

The decision to promote a student to the next grade or to retain him/her in the present grade is made based upon a consideration of the overall welfare of the student, i.e., by carefully weighing academic, emotional, and social factors.

- Parents are aware of their child's progress by: the corrected work sent home with the student, as well as the child's progress reports, and report cards.
- Teachers will discuss with parents their evaluation of the student's academic needs at Parent/Teacher conferences and may recommend some form of remedial help for the student.
- The teacher will inform the principal of any student with significant learning problems. If retention is being considered there will be a meeting with the teacher, the parent(s), and the principal. The parents will be required to sign a letter informing them of this consideration.
- The final decision to retain a student is the responsibility of the principal.
- In some cases, it may be necessary to recognize that the parochial school does not meet the needs of every student. Therefore the student is transferred from the school. The final decision to transfer a student based on educational needs is determined by the principal.

## **GRADUATION**

To graduate, a student must receive a passing "average" for the year in every subject. This is a basic minimum standard understood by all students, parents, and teachers. Our School Philosophy, and indeed our heritage of academic excellence, mandates our enforcement of this basic standard. We, as a school family, certainly encourage and do all in our power to motivate and challenge our children to work to their fullest potential.

Our students are awarded the honor of graduation from Lawrence Catholic Academy for having successfully completed the course of study required by the Archdiocese of Boston. The graduation ceremonies consist of a Mass, presentation of diplomas, announcement of honors, and announcement of scholarship winners.

\*All decisions pertaining to graduation rest with the principal.

## **BREAKFAST AND LUNCH PROGRAM**

There is a breakfast and lunch option provided for students. Lawrence Catholic Academy offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or candy. Lunches or drinks from fast food or carry-out restaurants are not permitted.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

A monthly calendar will be sent home with the menu for each day. Students who choose to bring their own lunches from home should have names on lunch boxes or bags.

**\*\*\* Fast food deliveries by parents are NOT PERMITTED since the school provides a breakfast and lunch program, i.e., no McDonald's, Dunkin Donuts, Subway, Domino's, or any outside food, other than a home lunch. This is a mandated state requirement for us to**

**keep our breakfast and lunch eligibility. \*Food of this nature will not be given to your child. No exceptions.**

## **MEDICATION**

All medications must come to the nurse's office with a note from the primary care provider and the parent giving directions and permission to administer the medication.

Lawrence Catholic Academy follows the policy of the State of Massachusetts and the Archdiocese of Boston regarding students with Acquired Immune Deficiency Syndrome.

All students must have on file a physical exam and current immunization report as required by Law of the Commonwealth of Massachusetts. All students must also have current emergency information in their health record. This should include at least one phone number of a responsible relative or friend for those times when a parent cannot be reached. Sick children should not be sent to school. **Children must be fever free, vomiting/diarrhea free for 24 hours without medication before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

## **MEDICATION POLICY**

Every effort should be made to schedule medication outside of school hours. When this is not possible, the following guidelines shall be implemented for both prescription and over-the-counter medication.

1. All medication must be brought to school by the parent and left with the school nurse or principal.
2. A signed physician's request for administration of medication – either prescription or non-prescription-is required. A blank form may be provided by the school nurse.
3. A signed parental permission requesting the school nurse/staff to administer either prescription or non-prescription medication and permission to contact the physician/dentist is required. Forms are available from the school nurse.
4. All medication must be presented in the original container and labeled:
  - a. Student's name
  - b. Date
  - c. Drug name
  - d. Dose

- e. Time of administration
  - f. Physician/dentist name
  - g. Number of doses
  - h. No more than one month's supply of a medication in the original container is to be kept at school.
- 5. All medication is to be distributed by the school nurse
  - 6. All medication shall be stored in a locked storage area within the Health Office.
  - 7. A daily log for each student on medication including over-the-counter and PRN medication is to be kept. It shall include: medication, dose, time of administration, route date, and signature of person giving medications.

### **PHYSICAL EDUCATION PROGRAM**

All students grades K-8 are required to participate in the physical education class unless a doctor's note is presented to excuse them.

### **SCHOOL COUNSELING SERVICES**

The School Counselor works with children who are having academic or behavioral problems. Issues of self-esteem, school failure, and relational difficulties are some of the areas the School Counselor addresses.

The School Counselor is a liaison with those specialists outside the school community who provide special services to students whose needs exceed the extent of our program.

The School Counselor is available to parents and teachers as a consultant, while respecting the confidentiality of the student.

\*The School Counselor is not able to provide individual counseling services to the students at LCA.

### **INCLEMENT WEATHER**

For weather related instances ONLY, Lawrence Catholic Academy will follow Lawrence Public Schools for snow closings. Lawrence Catholic Academy will not post separately. If Lawrence Public School is cancelled, LCA is cancelled as well. This protocol is only for weather related instances.

### **EMERGENCY DRILLS**

During fire drills, students should follow these regulations:

- 1. Rise and remain in silence when the alarm sounds;

2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

### **ACADEMIC PROBATION**

A student may be placed on probation if his/her academic grade average is a D(65%) or below for any report card or progress report. Academic probation will require a meeting with the principal, parents and student. A student on probation may not participate in any sports program, student government, youth ministry, or other activities/events being held at/for the school. Academic Probation will be reevaluated at the next grading period. A student on probation for consecutive grading periods may be retained a grade or refused re-registration.

### **CELL PHONES**

Students are not allowed to use cell phones at school, on field trips, or during the after-school program. If a parent feels it is necessary to give his/her child a cell phone, the cell phone must remain in the child's backpack during the duration of the school day (this includes the before and after-school program). The phone must be shut off at all times. If a student is found using the phone during school time or before/after-school, the phone will be confiscated and will require pick up by a parent at the office. Students should leave electronic devices at home. The school is not responsible for any device lost/stolen/damaged that is brought to school. The administration reserves the right to search the contents of a confiscated cell phone.

### **REPRESENTATIVES OF LAWRENCE CATHOLIC ACADEMY**

The students of LCA are representatives of our school at all times. Whether in class or during after-school hours, students are expected to conduct themselves in a Christian manner. Conduct or behavior that may harm or tarnish the name of our school community may require discipline from the school. This may include actions that are inappropriate to Christian morals or that violate the law. A student may be subject to disciplinary action for any conduct that is detrimental to the common good, threatening, harmful, or offensive to other students and staff, or is of such a nature as to jeopardize the good name of the school.

### **UNAUTHORIZED USE OF SCHOOL NAME**

No student or student's parent or guardian, without the prior written authorization of the school's principal (administration head), may utilize the school's name or identifying logo, for any inappropriate purpose including, but not limited to, the use of the school name;

- to open up any bank account
- to solicit funds on behalf of the school
- to collect money on behalf of the school
- to sell products on behalf of the school
- to schedule any field trip, vacation, or other accommodations
- to post on any website for any purpose including, but not limited to, the support of a particular
- social or political agenda
- to post on any social media platform

## **DISCIPLINE**

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

In accordance with the stated philosophy of our school, which emphasizes the respect for the dignity of every person, each student and faculty member will be considerate of the rights of others in all interactions. All members of the Lawrence Catholic Academy Community are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate. Any infraction of the above stated policy will be addressed by the teacher and/or principal in an age appropriate manner.

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult behaviors
- Consistent follow through

## DISCIPLINE POLICY

**\*These behaviors are handled initially by the classroom teacher or supervising teacher. These behaviors will be referred to the administration if they become chronic.**

<u>Behaviors</u>	<u>Actions</u>
<ul style="list-style-type: none"><li>● Excessive talking</li><li>● Disruptive behavior</li><li>● Failure to complete assigned work</li><li>● Forgery</li><li>● Inappropriate behavior during Mass and school sponsored events/activities</li><li>● Inappropriate clothing</li><li>● Inappropriate displays of affection</li><li>● Inappropriate hallway behavior</li><li>● Inappropriate internet sites and/or print material</li><li>● Inappropriate language</li><li>● Inappropriate use of personal equipment</li><li>● Consistent lateness</li><li>● Lying</li><li>● Non-compliance</li><li>● Pushing in halls and stairwells</li><li>● Teasing and /orr derogatory remarks</li><li>● Throwing foreign objects</li><li>● Uniform infractions</li><li>● Unkindness</li><li>● Unprepared for class</li><li>● Use of unapproved electronic devices during class instruction</li><li>● Defacing school property</li></ul>	<p>Tier 1:</p> <ul style="list-style-type: none"><li>● Verbal reminder to the student of the expected appropriate behaviors.</li></ul> <p>Tier 2:</p> <ul style="list-style-type: none"><li>● Verbal reminder to the student of the expected appropriate behaviors.</li><li>● Email/phone parent/guardian informing them of the behavior.</li><li>● Consequence applied by teacher.</li><li>● Student complies/makes amends.</li></ul> <p>Tier 3:</p> <ul style="list-style-type: none"><li>● Verbal reminder to the student of the expected appropriate behaviors.</li><li>● Meeting with classroom teacher, parent/guardian, and student</li></ul> <p>Tier 4:</p> <ul style="list-style-type: none"><li>● Referral to Administration</li></ul>



**\*These behaviors are immediately referred to the administration**

<u>Behaviors</u>	<u>Actions</u>
<ul style="list-style-type: none"> <li>● Bullying</li> <li>● Cyber bullying</li> <li>● Defiance</li> <li>● Endangerment of Self/Others</li> <li>● Fighting</li> <li>● Inappropriate representation of school</li> <li>● Leaving school property without permission.</li> <li>● Non-Emergency Fire Alarm</li> <li>● Possession of weapons, drugs, or alcohol</li> <li>● Theft</li> <li>● Truancy</li> <li>● Sexual Harassment</li> <li>● Skipping School</li> <li>● Smoking</li> <li>● Vandalism</li> <li>● Verbal aggression</li> </ul>	<p>Tier 1:</p> <ul style="list-style-type: none"> <li>● Referral to administration</li> <li>● Home contact</li> <li>● Administration begins an investigation</li> </ul> <p>Tier 2:</p> <ul style="list-style-type: none"> <li>● Home contact</li> <li>● Consequences applied by administration (up to and including out of school suspension/expulsion)</li> </ul> <p>Tier 3:</p> <ul style="list-style-type: none"> <li>● Meeting with parents and student</li> <li>● Implementation of a behavior plan</li> <li>● Out of school suspension/expulsion</li> </ul> <p>Tier 4:</p> <ul style="list-style-type: none"> <li>● Meeting with parents and student</li> <li>● Withdrawal/expulsion from school</li> </ul>

**SEARCH OF PROPERTY**

The school reserves the right to search anything brought on school property. This includes backpacks, cell phones, and other electronic devices.

**BULLYING**

Lawrence Catholic Academy is committed to maintaining a safe learning environment where students can achieve the highest academic standard in a caring and supportive atmosphere free from bullying. “Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the target or damage to the target’s property;
- Places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- Creates a hostile environment at school for the target

Lawrence Catholic Academy educates all students in the Olweus Bullying Prevention Program. Bullying is defined by OLWEUS as “a person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him/herself.”

\*Please see the complete Bullying Policy on our website: [www.lawrencecatholicacademy.net](http://www.lawrencecatholicacademy.net)

## **DETENTION**

Students not following the directives and policies of Lawrence Catholic Academy will be liable for detention. Notification will be sent home via email and written copy, and the student will remain after school on the day designated by the teacher.

\*Detention for Grades 1-3 will be ½ hour.

\*Detention for Grades 4-8 will be 1 hour.

\*Student’s must serve the detention on the day that it is assigned. Transportation will be the responsibility of the parents.

\*The after-school program is not available to students serving detention.

\*The administration supports and upholds the teachers decision to assign a detention for behavior which goes against the behavior expectations set by the school. If the parent disagrees or wants to discuss the detention they must meet with the teacher.

\*Students who receive a detention may not participate in extra-curricular activities, such as basketball.

## **BUS LINE**

Children who ride the bus will report to the 7<sup>th</sup> and 8<sup>th</sup> grade classrooms.

## **LAWRENCE PUBLIC SCHOOLS BUS ELIGIBILITY GUIDELINES**

Bus passes shall be given to the following public and parochial school pupils within the City of Lawrence:

1. All pupils, grades 1-8, who live more than 2 miles actual walking distance by the most direct route to the property line of the school that they attend within the city limits.
2. All Kindergarten pupils who live one (1.0) miles actual walking distance by the most direct route to the property line of the school that they attend within the city limits.

3. All pupils, grades K-8, who must cross the Merrimack River from their home address to reach the school that they attend within the city limits.

Any pupil attending a public, elementary school within the city who has moved to a residential location beyond the walking limits described in sections a, b, or c, shall be provided transportation as prescribed in those sections without regard to school district lines if such relocation has taken place after the close of the annual school waiting list.

**While on the bus, children are expected to observe safety rules by not screaming, standing or changing seats, throwing things or hurting one another. They must also obey the monitors if one has been assigned. The bus pass may be revoked at any time for improper conduct at the bus stop, on the bus, or in the bus room.**

- **First Offense - Principal will speak to child and a written notice sent home to parents.**
- **Second Offense - Student will be suspended from bus for several days with a written notice sent home to parent**
- **Third Offense - Student will be suspended from bus for an extended period written notice sent to parents.**

**\*Depending on the infraction an immediate suspension from the bus may be meted out.**

### **FIRST FRIDAY/HOLY DAY LITURGIES**

Lawrence Catholic Academy worships as a school community each First Friday of the school year unless there is a Holy Day of Obligation within the month. The student body attends Mass at 8:30 AM in the church on that specific day.

### **RECEPTION OF THE SACRAMENTS**

Most children in Grade 2 are candidates to receive First Penance and First Holy Communion. Students will receive the sacraments in their own parish through the RCIC program. Materials with contact information for each parish involved with Lawrence Catholic Academy will be provided at the beginning of the academic year. Older students may also be eligible.

### **STUDENT GOVERNMENT**

The purpose of the Student Government is to promote good citizenship, to encourage a high standard of scholarship, to arouse school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the school and its members in every possible manner. Student Government meets at least twice a month. The Student Government members sponsor special events during the school year. These include a wide range of activities. Activities are determined by a consensus of the Student Government, and the approval of the advisors and the principal.

## **FIRE DRILLS**

Fire drills are conducted regularly. The Lawrence Fire Department inspects the building and conducts periodic fire drills. Children must exit the building in perfect order - no talking, running, or pushing. Absolute silence is the rule. The route of the fire drill is posted in every classroom. Alternate routes are also posted.

## **BUILDING EVACUATION**

In case of an emergency in which the school has to be evacuated, the children will be directed to St. Patrick Parish Center. In the event of an emergency, we stress the need to be calm, to listen to the news, to follow the lead of authorities, and to implement our crisis management plan. Local authorities will direct whatever actions are to be taken to respond to the uniqueness of any emergency. It is the uniqueness of each emergency that will determine specific actions necessary to keep our children safe.

## **CARE OF BOOKS**

Textbooks should be covered at all times to protect them, and as a reminder to take proper care of them. No pupil should ever write in a textbook or deface it in any way. All students are required to carry their books to and from school in a school-bag. Should a student lose or misplace a book, a fee will be charged to replace it.

\*Library books should receive the same care and be returned when they are due.

## **SCHOOL PROPERTY**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

## **SCHOOLYARD PROCEDURES**

1. The children are never left unsupervised in the schoolyard during school hours (7:40 AM –2:30 PM). Teachers are assigned duty on a rotating basis. If a problem arises, the children must go to the teacher on duty immediately and he/she will direct the child as to what must be done.
2. In the morning, before school, the children are not allowed:
  - To play on the front steps.
  - To play ball, hockey or tag.
  - To run or throw any objects, snowballs, etc.
  - To leave the schoolyard at any time.

## **FIELD TRIPS**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission will not be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A fax does not take the place of an original signature.
10. A telephone call will not be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are non-refundable.
14. Cell phones are not permitted on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must have completed a CORI and the VIRTUS “Protecting God’s Children” program.

## **BEFORE/AFTER EXTENDED DAY PROGRAM**

Lawrence Catholic Academy offers a before school program beginning at 6:45 AM and an Extended Day Program from 2:30 PM until 5:30 PM. The program is open on any day that school is in session with the exception of the Wednesday before Thanksgiving, the day prior to Christmas vacation, and the last day of school. All paperwork needs to be returned PRIOR to a student attending a program.

There is a \$15.00 registration fee per family, per year.

The cost of the extended-day program is: \$5.00 per child, for the first hour. After the first hour, there is a flat rate of \$15.00.

**\*\*There is an additional charge for late pick-ups. Late fee assessed is \$1.00 per minute late.**

**\*\*Late payments: Once a daycare bill reaches an unpaid balance of \$50.00 the student(s) will not be able to attend the program until the balance is paid in full. If the balance continues to go unpaid for 2 months the parent must sign a promissory note and make payments.**

### **TOBACCO, ALCOHOL, DRUGS, WEAPONS**

The Department of Education of the Archdiocese of Boston recognizes that the use of tobacco, alcohol and other drugs, and the problems associated with such use, are becoming increasingly commonplace in our society. We believe that the early experimentation with tobacco, alcohol or other drugs, interfere with the specific goals and values of Catholic education and may lead to illness and/or chemical dependency. We have a responsibility not only to promote mature attitudes and values toward tobacco, alcohol and other drugs, but also, to provide support and assistance to children living in chemically dependent families. Our goal is to establish and maintain a healthy environment for all students. We feel that the collaboration of school, parish, and civic communities is essential for the realization of these goals.

### **PROCEDURE STATEMENT FOR ALCOHOL AND OTHER DRUGS**

The following is a clear procedure statement followed by our school on the violation of school policy concerning alcohol and other drugs.

1. The incident is reported to the principal.
2. The principal speaks to the student about the offense.
3. The student is detained by the principal until the parents are notified.
4. The principal arranges a parent conference.
5. The student, principal, and parents are present at the conference.
6. The principal enforces consequences.
7. The principal continues to monitor the student's behavior.
8. Guns/knives - the principal or assistant principal will follow steps 1-4 and then call the police.

## **PUBLIC LIBRARY**

Parents should be aware that students in K - 8 may visit the South Lawrence Branch of the Public Library which is located on the corner of Parker and Bailey Streets.

**INTERNET POLICY** We are pleased to allow students of Lawrence Catholic Academy access to the internet. The purpose of making technology available is to enhance teaching and educational discovery. Acceptable Use Guidelines is an extension of Lawrence Catholic Academy code of conduct. Students are responsible for appropriate behavior while using computers throughout the school, and when in use, network etiquette is expected. Any infraction of network/computer rules may be cause for disciplinary action as well as suspension of the use of the network/computer.

**Acceptable Use Guidelines** From time to time, schools determine specific uses of their network systems consistent with regulations. For security and administrative purposes, the school reserves the right for authorized personnel to review system use and file content, and reserves the right to remove a user account on the system to prevent unauthorized activity. Violations of any of the conditions of use may be cause for disciplinary action.

## **Network**

- All use of the system must be in support of education and research and consistent with the mission of the school, which reserves the right to prioritize use and access to the system.
- Any use of the system must be in conformity with state and federal law and network provider policies and licenses.
- The system may not be used to support or oppose political candidates or ballot measures.
- No use of the system shall serve to disrupt the operation of the system by others; system components, including hardware or software shall not be destroyed, modified or abused in any way.
- Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer system and/or damage the components of a computer or a computer system is prohibited.
- Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.
  - Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved.

## **Security**

- System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised.
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- Communications may not be encrypted so as to avoid security review.

- Users should change passwords regularly and avoid easily guessed passwords.

### **Personal Security**

- Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.
- Students should never make appointments to meet people in person that they have contacted on the system without school and parent permission.
- Students should notify their teacher or an adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

### **Copyright**

The unauthorized installation, use, storage, or distribution of copyrighted software or materials on school computers is prohibited.

### **General Use**

- Diligent effort must be made to conserve system resources
- No person shall have access to the system without having received appropriate training. A signed Individual User Release Form must be on file. Students under the age of 18 must have the approval of a parent or guardian.
- Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with policy and procedure.

### **Unacceptable Use of the Computer/Network**

- Using the network for non-school related activities
- Plagiarism/violating copyright laws
- Destroying or vandalizing computer equipment
- Depleting resources intentionally, such as paper
- Spreading computer viruses
- Posting another's materials
- Sending or retrieving inappropriate material
- Posting personal information that would jeopardize our safety or someone else's
- Illegal use of software, freeware or shareware or use of any software without the approval of the school
- Failure to obtain permission prior to the use of the computer/computer network. Permission must be granted by a teacher or authorized adult supervisor each time the network is used
- Visiting internet sites not authorized by the school
- Using the Internet or Intranet (in school network) without permission
- Reproducing software or shareware

The use of the internet and related technologies is a privilege not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the internet



and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network.

The faculty and staff may request the school administrator to deny, revoke or suspend a specific user's access to the internet or related technologies due to unacceptable use.

### **HANDBOOK AMENDMENTS**

The principal retains the right to amend the handbook for just cause, and the teachers/parents will be given notification if changes are made.

## **APPENDIX I**

### **AIDS/Acquired Immune Deficiency Syndrome Massachusetts School Attendance Policy**

Epidemiologic studies show that AIDS is transmitted via sexual contact or blood to blood contact. To date, there is no recorded transmission of AIDS to family members who are non-sexual contacts. This fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, the following guidelines are recommended by the Governor's Task Force on AIDS for implementation in school systems throughout the Commonwealth.

1. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III) and receiving medical attention are able to attend regular classes:
  - A. If a child has cutaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school.
  - B. If the child exhibits inappropriate behavior which increases the likelihood of transmission (i.e. biting or frequent incontinence), he/she should not be in school.
  - C. Children diagnosed with AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III), who are too ill to attend school, should have an appropriate alternative education plan.
  - D. Siblings of children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III) are able to attend school without any further restrictions.
2. The child's personal physician is the primary manager of the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III).

Management includes acting as the "gate-keeper" for the child's attendance at school in accordance with the policy outlined above.

- A. The child's personal physician, after consultation with the family, is responsible for reporting cases of AIDS to the Massachusetts Department of Public Health's Division of Communicable Disease. The school superintendent will be notified and will provide assistance in identifying those educational or health care agents with an absolute need to know.
- B. Only persons with an absolute need to know should have medical knowledge of a particular student.
- C. Notification should be by a process that would maximize assistance in patient Confidentiality. This process should be direct person-to-person contact.
- D. If school authorities believe that a child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III) has evidence of conditions described in #1, then the school authorities can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy.

E. If school authorities and the child's personal physician are in conflict, then the case should be referred to the Department of Public Health for review by an appointed physician who would determine the permissibility of attendance.

3. Since the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV- III) has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an outbreak of a threatening disease such as chicken pox or measles until he/she is properly treated (possibly with hyper-immune gamma globulin)and/or the outbreak has no longer become a threat to the child.

4. HTLV-III screening is a blood test for detecting the presence of the HTLV-III virus. Antibodies are substances produced by white blood cells that help fight infection caused by viruses or bacteria. Testing for HTLV-III antibody is not recommended for any purposes other than to assist the child's personal physicians in a highly selected set of clinical decisions. Results of HTLV-III antibody tests are confidential and should not be reported to schools.

5. Blood or any other body fluids including vomit and fecal or urinary incontinence in any child should be treated cautiously. It is recommended that gloves be worn when cleaning up any body fluids.

A. These spills should be disinfected with bleach (one part bleach to ten parts water), or another disinfectant, by pouring the solution around the perimeter of the spill. All disposable materials, including gloves, should be discarded in a plastic bag. The mop should also be disinfected with the bleach solution described in 5A.

B. Persons involved in the clean-up should wash their hands.

\*In-service education of appropriate school personnel should ensure that proper medical and current information about AIDS is available.

## **APPENDIX II**

### **Procedures for Reporting Suspected Child Abuse and Neglect**

1. A teacher or any other adult in the school with reason to be concerned about a child becomes the first step in identification of a suspected case of child abuse/neglect.
2. A teacher or any other mandated reporter reports to the principal. The nurse is responsible for examining and documenting child's condition before the end of the school day.
3. A date is obtained within the school building (discussion with principal, school counselor, cumulative records, other teachers).
4. After conferring with the teacher, the principal or his/her delegate to report the case. Within 48 hours the principal or his/her delegate will send written notification to the Department of family and child services.
5. In case of disagreement concerning the need to report, the principal may not substitute his/her judgment for any mandated reporter within his/her school. While agreement of all professionals involved is desirable, the principal must report to the Department of Family and Child Services even if he/she believes the teacher, nurse or other mandated reporter is wrong.
6. A decision is made how, when and by whom the family, including the child, will be notified of this report. Notification of the family is not required by law but is recommended.
7. The principal or his/her delegate will notify the Child Advocacy Office, at the Archdiocese of Boston, of the report and send a copy of the written 51A report.
8. A feedback report from the protective service worker of the child advocacy office is expected by the principal to plan further collaboration with other professionals assisting the family. The responsibility for this rests with the Department of Family and Child Services.
9. A system of documentation that addresses the issue of confidentiality must continually be exercised throughout this procedure. Reports are not part of a child's educational record, but are kept separately. The Superintendent will maintain files of the 51A reports for a reasonable time as evidence of the school professional's compliance with the law.
10. Each school will have a designee of the principal to see that the above reporting steps can take place within a school day in the event of the principal's absence.

## **EMERGENCY PROTOCOL**

In the event of a clear emergency where the life or safety of a child is in imminent danger, The Emergency Response Team, (Protective Services), 21 James Street, Boston, MA 02118, Telephone: 266-3256, should be notified. A 51A Report should also be filed within forty-eight hours.

***LCA Technology/Telecommunications Use Agreement***  
*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while employed at Lawrence Catholic Academy:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, or any other supplies that are provided by the school. When I am using an electronic device, I will keep my area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using the network must comply with the appropriate rules for that network or resource.
6. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
7. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system

administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

### **Technology Concerns**

**Social Media:** Engagement in social media such as but not limited to Facebook®, Instagram®, Snapchat®, etc. may result in disciplinary actions if the content of the student's account, or any account created by the student with a pseudonym, includes defamatory comments regarding the school, the faculty or staff, other students, and/or parents. Careful scrutiny and consideration should be made prior to accepting friend requests, or exchanging messages via social media.

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face disciplinary action. All students involved in sexting will be reported to law enforcement authorities.

***Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.***

Lawrence Catholic Academy  
Student/Parent Handbook  
Signature Page

Please read and sign the attached confirmation sheet stating that you have read and understand the attached Student Handbook and return to school.

We have read the **2018/2019** Lawrence Catholic Academy Student Handbook, Student Code of Conduct, and Technology/Telecommunications Agreement. We understand and are aware of the policies, procedures, and regulations that Lawrence Catholic Academy has set in place, and we agree to abide by all these policies, procedures, and regulations.

Student's Name \_\_\_\_\_ Student's Grade \_\_\_\_\_

**PARENT/GUARDIAN AND STUDENT SIGNATURES:**

Please sign this page acknowledging that you and your child have read the handbook in its entirety and that you both agree to abide by the policies and procedures set forth by Lawrence Catholic Academy.

_____	_____	_____	Student's Signature	Grade/Class	Date
_____	_____	_____	Student's Signature	Grade/Class	Date
_____	_____	_____	Student's Signature	Grade/Class	Date
_____	_____	_____	Student's Signature	Grade/Class	Date
_____	_____	_____	Student's Signature	Grade/Class	Date

\_\_\_\_\_ Parent/Guardian's Name \_\_\_\_\_ Date

\_\_\_\_\_ Parent's Signature \_\_\_\_\_ Date

**Please return back to school Thursday, August 30th, 2018.**