

LAWRENCE CATHOLIC ACADEMY



**PARENT/STUDENT HANDBOOK
UPDATED AUGUST 2023**

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Dear Parents and Students,

“True education enables us to love life and opens us to the fullness of life.” Pope Francis

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

This Parent/Student Handbook reflects the policies of Lawrence Catholic Academy. Please read this document, fully and completely, with your student. Then, please sign the attached agreement. This agreement states that you understand and are aware of the policies at LCA and intend to abide by the policies set forth.

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.

Lord, we ask you to use this time to help our students grow in faith and trust. We know they will grow in faith by hearing your word and so we pray for the opportunities every day to share your word with them.

Yours in Christ,

Ms. Monica J. Lucey, M.Ed.
Principal

STUDENT CODE OF CONDUCT

At Lawrence Catholic Academy and in keeping with the teachings of Jesus Christ, I will respect all members of the community, at all times, in everything I do. Physical aggression, threats or harassment toward any community member are not in line with the LCA Mission Statement and will not be tolerated in any form.

It is expected that all LCA students will comply with the Code of Conduct, twenty four hours a day, seven days a week, both on and off campus and on digital platforms, regardless of the community they are immersed in.

PARENTS AS PARTNERS

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

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
- is dressed appropriately for the weather
- completes assignments on time
- has a nutritious snack packed

To actively participate in school activities such as Parent-Teacher Conferences;

To notify the school with a written note when the student has been absent or tardy, or when the student needs to be dismissed later in the day;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations of the school;

To inform the school of any special situations regarding the student's well-being, safety and health;

To complete and return to school any requested information promptly;

To check your child's folder daily, read school notes, calendar, newsletters, emails and to show interest in the student's total education;

To support the religious and educational goals of the school;

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;

To support and cooperate with the discipline policy of the school;

To always treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers or the administration on social media;

To register for VIRTUS training through St. Patrick Parish, or a parish of your choosing;

To complete a CORI form.

A PARENT'S ROLE IN EDUCATION

We, at Lawrence Catholic Academy, consider it a blessing and a 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 in all areas: 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 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 and requires constant support from both teachers and parents 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 and nurturing the student to reach his/her potential. To do other will only teach a disrespect of all authority. If there is an incident at school, please know that we will work together and support one another as we come to a resolution. Evidence of mutual respect between teachers and parents will model mature behavior and good relationships. Talking negatively about school or a 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 all 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.

Together, let us begin the year with a commitment to partnership as we support one another in helping your child to be 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.

CORE VALUES

Respect
Integrity
Safety
Empathy

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 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.

PRE-KINDERGARTEN ADMISSION

Students entering Pre-Kindergarten are required to bring birth certificates, baptismal records, and health and immunization records. Children entering Pre-Kindergarten must be three years old (Pre-K1) or four years old (Pre-K2) by September 1 of the new school year.

Pre-Kindergarten dress code is the gym uniform.

Pre-Kindergarten has a \$65 craft fee per student.

KINDERGARTEN ADMISSION

Students entering Kindergarten are required to bring birth certificates, baptismal records, and health and immunization records and any prior school records. 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 craft fee per student.

GRADES 1-8 ADMISSION

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.

*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 at LCA will not be permitted full acceptance and will be asked to withdraw their attendance at LCA. The decision of the school is final.

SCHOOL HOURS

All students should be in the schoolyard by 7:45am. During good weather, we will pray outside as a community. Parents are welcome to join. During inclement weather, we will pray inside as a community.

Parents should leave the school yard after prayer.

For the safety of our students, parents will not be allowed to escort their students to class.

Students may not arrive prior to 7:30am. The playground is not supervised before 7:30am or after 2:30pm. Students are expected to be picked up at dismissal or attend the after school program.

At 2:25pm there will be an afternoon prayer bell. The school will pray together at this point. At 2:30pm, the bell will ring for dismissal for all students.

On half days, dismissal is at 11:30am. Parents are responsible for transportation if buses are not running at dismissal.

Parents must arrange for their students to arrive and depart school on time. Students who arrive prior to 7:30am and are not enrolled in the before school care program or who are not picked up at 2:30pm for dismissal or by 5:30pm for dismissal from the after school program will receive:

- a phone call reminding you not to drop your child off early or to pick your child up on time.

- a registered letter reminding you that dropping your child off at school prior to 7:30am or a failure to pick your child up 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 6pm, the Lawrence Police Department and Child Protective Services will be notified as it is considered child abandonment.

STUDENT DISMISSAL CHANGES

If a parent wishes to change the original selection noted at the beginning of the year, they must email the office or make the change in Pikmykid BEFORE 2pm. Students may not change their own dismissal. If a parent fails to notify the school before 2pm, the student will be dismissed to the original selection (i.e., if you wish for your student to not take the bus, you MUST notify the office or Pikmykid by 2pm. If you notify after 2pm, we cannot guarantee that your child will not be riding the bus home). For multiple issues with this, the Principal, Assistant Principal or Dean of Students may reach out and have you in for a meeting.

EARLY DISMISSAL PROCEDURES

If a parent wishes to dismissal their student early, the parent must send in a note stating why the student is being dismissed, the 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.

*Dismissals must happen by 2pm. Students cannot be dismissed after 2pm and dismissal changes cannot be accepted in person or via phone after 2pm.

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 Packard Pharmacy” across the street. Please park in a legal space on the street. Arrive early to get a spot. Cars will be ticketed and/or towed for not abiding by the law by the Lawrence Police Department.

ATTENDANCE

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 responsibility of the student.

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 return to school.

Parents must call the school office before 9:30am to arrange for homework assignments. Homework assignments may only be picked up at the school office between 3-3:30pm and this MUST be communicated before 9:30am so that teachers have enough time to put together missed work.

For short absences, students should make arrangements 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 assignments will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with individual teachers.

*Excessive absences of 20 or more days may result in grade retention.

IF A CHILD IS GOING TO BE ABSENT FROM SCHOOL DUE TO ILLNESS, A DEATH IN THE FAMILY OR A FAMILY EMERGENCY, PLEASE FOLLOW THE FOLLOWING PROTOCOL:

1. The parent should email or call the office before 8am to inform the school of the absence. The office will contact the family if no call is received.
2. The reason for the absence must 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 upon return.
3. It is the responsibility of the student to make up work that is missed when absent.
4. It is the responsibility of the student in grades 5-8 to see the teachers upon returning to school to check on any missed work.
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 for absences cannot exceed more than 7 absences per marking period, excused or unexcused.

VACATIONS/EXTENDED ABSENCES

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

Assignments and work will not be provided in advance of a vacation. Missed work is the responsibility of the student, upon their return. 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 at the teacher's discretion.

TARDINESS POLICY

Students arriving at 8:10am or later are considered tardy. 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 truant officer of the public school district the student lives in.

Up to 3 Tardies:

Students who arrive late to school, they may lose 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 email home from the administrator's office to discuss next steps.

5 or More Tardies:

Students continuing to arrive late to school will continue to lose free time to make up for the time lost in the classroom.

Five or more tardies will result in a conference with the administration and the parents.

Continued Tardiness:

Continued tardiness following the conference will result in filing with the District Truant Officer of the district the student lives in. Repeated tardiness and absences are considered educational neglect.

Back doors will be locked at 8am. Students should not be sent running across the school yard. Students arriving at 8am or later should use the main entrance.

OFFICE HOURS

For the safety of our students, the Main Office hours for parents/visitors will be from 8:30am-2pm and will resume from 3pm-3:30pm. The Main Office will be closed to parents and visitors from 2pm-3pm, as our focus will be on the safety of our students.

TUITION POLICY

If tuition payments are not current, Lawrence Catholic Academy reserves the right to not allow a student to attend class, participate in extracurricular activities, field trips, extended care, athletics or receive a diploma until tuition payments are current.

If a payment is not received, a non-payment warning notice will be issued via email.

After two missed payments, the parent/guardian will need to sign a Tuition Agreement that is in place until your child(ren) graduates or withdraws from Lawrence Catholic Academy. Your account is considered delinquent at this time and Lawrence Catholic Academy reserves the right to withdraw your child(ren). Communication is key.

WITHDRAWAL AND TRANSFER

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

- Reason for withdrawal
- New address (if applicable)
- Name and address of the new school
- The final day the child will attend LCA

*Parents who choose to withdraw their child from LCA in the middle of the year are responsible for the fees accrued during the last month of their child's attendance, regardless of how many days the child attends that month. (For example, if you withdraw on February 1st, you still owe all of February's tuition, the same as if you withdrew on February 28th).

AFTER WITHDRAWAL

All unpaid balances need to be paid on the agreed upon date between the Tuition Manager and the parent. If payment is not made, the matter will be brought to Lawrence District Court.

CSF Financial Aid is awarded and based on full school year attendance. If your child withdraws or is withdrawn from school for any reason prior to the end of the school year, you will lose CSF Financial Aid and you will be responsible for your tuition balance based on months of attendance.

OFFICE RECORDS

Parents and 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 address 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.

Boys Grades 1-8

Pants (navy blue or black), with belt

White Oxford Shirt, no polo shirts

Tie (solid burgundy or gray or plaid)

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.

Sandals, platforms, crocs and clogs are not permitted.

Shoes must be solid colored brown or black (all black sneakers are acceptable).

High heeled, bulky, and/or oversized shoes pose a safety threat to students and will not be permitted.

Hair

Hair should look neat and be clean and well groomed.

Earrings

Earrings should not be hoops or dangling due to safety concerns.

UNIFORM DRESS CODE INFRACTIONS

First Offense: verbal warning, email home

Second Offense: written warning and email home

Third Offense: parent conference

DRESS DOWN DAY/CAUSE FOR A CAUSE DRESS CODE

Dress down days and Casual for a Cause days are well received by students and faculty.

All dress down day clothing should be modest. Clothing may be subject to the review and approval of faculty and/or administration.

Clothing should not be excessively tight or revealing.

Good judgement should be exercised by students in wearing shirts, blouses or other clothing displaying messages or graphics.

Spaghetti straps and tops that show the midriff should not be worn.

Low cut shirts and blouses should not be worn.

Students may not wear crocs, sandals, open-toed shoes, flip flops or heeies.

Leggings may not be worn as pants. They may be worn under skirts or dresses that are the appropriate length.

Skirts and dresses may not exceed two inches above the knee.

Clothing with rips or tears should not be worn.

Shorts may be worn during the Fall and Spring if the weather is appropriate, but not during the winter. Shorts may not be shorter than two inches above the knee.

Jeans without holes are acceptable.

A good rule is, if you think you shouldn't wear it, you shouldn'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 area.

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

PARENT VISITS

Parents are encouraged to consult with 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 to request a conference. Please call the school or use the teacher's email address. Classes may never be disturbed except in case of emergency. Conferences will be arranged to take place outside of school hours for during a teacher's prep time.

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 and parents will not be allowed to the classrooms during school hours.

Messages of any kind, except in an emergency, will not be given to the students.

Birthday parties are not permitted at school, do not send any food into the classrooms.

Our State lunch program does not permit outside food to be brought in.

Birthday party invitations will not be passed out in the classroom.

PARENT/TEACHER CONFERENCES

Individual conferences may be arranged throughout the year at either the parent's or teacher's request. This request should be made in writing or by the phone. There is one day in December that is held for conferences.

TELEPHONE CALLS

The telephone in the Main Office is a business phone and cannot 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. We see homework as challenging but workable. Homework is designed to support learning, give feedback to teachers, practice skills, deepen understanding, enhance knowledge and 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 that they use nightly (provided by LCA).
2. Teachers clearly assign homework during class time.
3. Homework is due the following day unless otherwise specified by the teacher.
4. Dates for long range projects are clearly stated.

MAKE UP ASSIGNMENTS

Students are allowed to make up assignments based on teacher discretion.

The Role of the Parent in Homework

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

Parents should not:

- Teach their child concepts or skills.
- Complete assignments for their child.
- Allow their 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 involvement in homework.

Homework will be assigned every night and the time it takes to complete homework will vary based on grade level and the concepts being learned. Nightly reading will also be assigned.

PROGRESS REPORTS/REPORT CARDS

Progress reports for grades 1-8 are sent once per term. Report cards for grades 1-8 are sent to the parents three times per year.

HONOR ROLL FOR GRADES 4 THROUGH 8

Distinguished Honors: All marks 90-100
Honors: All marks 83 and above

Conduct and effort marks must be satisfactory or excellent in all areas, including specials, in order to earn honor roll awards.

ACADEMIC PROBATION

A student may be placed on probation if his/her academic 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, 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.

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 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 progress reports and report cards that are sent home.

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 parents 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 and 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 from Eighth Grade, a student must:

Receive a passing average for the year in every subject:

ELA

Math

Science

Social Studies

Religion

Complete 10 hours of community service

To have their child graduate from Eighth Grade, parents must:

Pay their tuition and fees in full prior to May 20 regardless of any payment plans

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 and presentation of diplomas.

*All decisions pertaining to graduation rest with the principal.

BREAKFAST AND LUNCH PROGRAM

Lawrence Catholic Academy provides free breakfast and lunch daily. Students may choose to bring their lunch each day, but are not permitted to bring glass bottles, soft drinks (soda), or candy. Lunches or drinks from fast food or carry-out restaurants are not permitted. Fast food deliveries are not permitted since the school provides a breakfast and lunch program. This means that restaurants such as McDonalds, Dunkin Donuts, Starbucks, Subway, Dominos or any other outside food other than a home lunch are not allowed on campus. This is a mandated state requirement for LCA to keep our breakfast and lunch eligibility. Food of this nature will not be given to your child.

Students bringing home lunch should put their names on their lunch boxes or bags.

Behavior in the lunchroom should mirror behavior in the classroom. Students are expected to show respect toward their peers and the lunchroom monitors. They are expected to pick up their own garbage and to participate in helping clean the tables.

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 and diarrhea free for 24 hours without medication before returning to school.** Students who are sent home during the school day with a fever or vomiting 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. Should absence for any reason other than illness happen, 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 medications.

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:
 - Student's name
 - Date
 - Drug name
 - Dosage
 - Time of Administration
 - Physician/Dentist name
 - Number of dosesNo 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 the person giving the medication.

PHYSICAL EDUCATION PROGRAM

All students in 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 struggles. 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 of our school community who provide special services to students whose needs exceed the extent of our program. The School Counselor is also available to parents and teachers as a consultant, while respecting the confidentiality of the student.

INCLEMENT WEATHER

For weather related instances ONLY, Lawrence Catholic Academy will follow Lawrence Public Schools for snow closings. If Lawrence Public School is cancelled, LCA is cancelled as well. If Lawrence Catholic Academy deems that it is unsafe to have school, we reserve the right to close and will post separately on local channels, as well as notify parents.

EMERGENCY DRILLS

Fire Drills

Fire Drills are conducted regularly. The Lawrence Fire Department inspects the building and conducts periodic fire drills. The route of the fire drill is posted in every classroom.

During fire drills, students should follow these procedures:

1. Rise and remain in silence when the alarm sounds.
2. Close windows and doors.
3. Walk to the assigned place briskly, in a single file line at all times, and in silence.
4. Stand in a line, two by two, facing away from the building and silent.
5. Return to the building when the signal is given.

Lockdown Drills

During lockdown drills, students should follow these procedures:

1. Close and lock all doors.
2. Close all windows and pull all shades.
3. Hide in the location deemed safe by their teacher without speaking.
4. Stay silent until the lockdown drill is over.

Building Evacuations

In case of an emergency where the school has to be evacuated, the children will be directed to the St. Patrick Parish Center. In the event of an emergency, we will keep the children calm, listen to the direction of their teachers and administrators, and follow the lead of authorities. Local authorities will direct whatever actions are to be taken to respond to the uniqueness of each emergency to keep our children safe.

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. This also includes conduct online, in group chats or on social media applications.

UNAUTHORIZED USE OF SCHOOL NAME

No student or student's parent or guardian, without the prior written authorization of the school's principal, 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 any bank account
- solicit funds on behalf of the school
- collect money on behalf of the school
- sell products on behalf of the school
- schedule any field trip, vacation, or other accommodations
- post on any website for any purpose including but not limited to the support of a particular social or political agenda
- post on any social media platform

BUS TRANSPORTATION

Lawrence Public School sends out their bus guidelines every year. Please consult these guidelines for eligibility.

Other busses are available for students, but all bus transportation is the responsibility of the parent. Lawrence Catholic Academy does not provide any transportation and does not sign students up for bus services.

Children who ride the bus will report to the 7th and 8th grade classrooms at dismissal.

Students who ride any bus are expected to observe safety rules by not screaming, standing or changing seats, throwing things or hurting each other. They must also obey the monitors if they have been assigned. Transportation via bus is a privilege, not a right, and it can be revoked for inappropriate behavior. Depending on the infraction, an immediate suspension from the bus can be implemented and parents will be responsible for transportation.

FIRST FRIDAY/HOLY DAY LITURGIES

Lawrence Catholic Academy worships as a school community on each first Friday of the month during the school year unless there is a Holy Day of Obligation within the month. The student body attends Mass at 8:30am in the church on that day. Students in Grades 1-8 attend Mass.

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 LEADERSHIP - PREFECTS

The purpose of student leadership is to promote good citizenship, to encourage a high standard of scholarship, to build school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the school and its members in every possible manner. Prefects meet with the administration at least twice per month. Prefects help with a wide range of activities in the school and help advise the Principal about issues around campus.

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 for a replacement.

SCHOOLYARD PROCEDURES

1. Children are never left unsupervised in the schoolyard during school hours (7:30am - 2:30pm). Teachers are assigned duty on a rotating basis. If a problem arises, the children must go to the teacher on duty immediately for help sorting out the problem.
2. In the morning before school, students must remain calm in the schoolyard. They may not play tag, run or throw objects as there are too many people in the yard for this to be done safely. Students may not leave the schoolyard at any time.

BEFORE/AFTER SCHOOL EXTENDED CARE PROGRAM

Lawrence Catholic Academy offers a before school program beginning at 6:45am and an extended day program from 2:30pm until 5:30pm. The program is open on any 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 the student attending a program.

*There is a \$15 registration fee per family, per year.

*The cost of extended day is \$5 per child for the first hour. After the first hour, there is a flat rate of \$15.

*There is an additional charge for late pickups. The late fee is assessed at \$1 per minute late. In addition to being charged, please remember that failure to pick up your children on time is considered neglect and will be reported as such.

*Late payments: If families have any unpaid payments (tuition, extended care, FACTS fees, etc), the student(s) will not be able to attend the program until the balance is paid in full including all FACTS Fees. If the balance continues to go unpaid after 10 days from receiving a non-payment warning notice, the student will not be able to return to the extended care program for the remainder of the year. Families with unpaid balances may also be asked to leave the school for non-payment. LCA will not chase families for payment of fees.

FIELD TRIPS

Lawrence Catholic Academy will be taking field trips with every grade.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are reevaluated 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 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. Verbal permission will not be accepted. Permission slips are due to the office 48 hours (2 days) after receiving the permission slip.
9. A fax does not take the place of an original signature, neither does an email.
10. A telephone call will not be accepted in lieu of an official field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the field trip permission slip.
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 as absent for the day.
13. Cell phones are not permitted on field trips.
14. Parents who are not official chaperones may not drive their car to the 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.
15. Parents who chaperone a field trip may not bring pre-school or school age siblings on the field trip.
16. All chaperones must have completed a CORI and the VIRTUS training program prior to attending a field trip.

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. Any infraction of the above stated policy will be addressed by the teacher and/or administration in an age appropriate manner.

Infractions will be dealt with first by the teacher and then by the administration (Dean of Students, Assistant Principal and Principal). Students should behave in a way that is respectful, shows integrity, is safe and demonstrates empathy, the RISE core values of our school. Depending on the severity of the infraction, the administration may be immediately involved.

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 at 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

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 is only given to students in grades 5-8 and detention will last for 1 hour.

*Students must serve the detention on the day that it is assigned and transportation is the responsibility of the parents.

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

*The administration supports and upholds the decision of the teacher to assign a detention for behavior that goes against the behavior expectations set by the school. If the parent disagrees or wants to discuss the detention, they must make an appointment to meet with the teacher.

TOBACCO, ALCOHOL AND OTHER DRUGS

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 TOBACCO, ALCOHOL, OTHER DRUGS AND WEAPONS

The following is a clear procedure statement followed by our school concerning the possession and/or use of tobacco, alcohol, other drugs or weapons on campus.

1. The incident is reported to the Administration (Dean of Students, Assistant Principal and Principal).
2. The Administration investigates the offense. This may mean a search of belongings, the student being questioned and the police being called.
3. The student is detained by the Administration until the parents are notified and arrive on campus to meet with the Administration.
4. The student, parents and Administration are present at the conference.
5. The Administration enforces consequences, with the Principal having the final say.
6. The Administration continues to monitor the student's behavior, if the student remains enrolled at Lawrence Catholic Academy.

INTERNET/ACCEPTABLE USE POLICIES

The curriculum goals of Lawrence Catholic Academy call for integrating technology into our instructional programs and classroom practice. Towards this end, students' access to and use of electronic resources, including the Internet, is age- and grade-appropriate and increases gradually from year to year. At the elementary level, access to the Internet takes place only under the direct supervision of an adult.

With this opportunity to use electronic resources comes the need for personal responsibility on the part of users. To ensure responsible use, we have enclosed an Acceptable Use Agreement to be signed by the parent and child. Please discuss this agreement with your child and emphasize its importance.

Please note that conduct that is prohibited at school or a school-sponsored activity is also prohibited off campus.

For your child's safety, we strongly recommend that you monitor your children's at-home access to the Internet. Thank you for your cooperation in helping us to ensure that all of our students make use of our computer resources in a safe and responsible manner.

K-2 POLICY

As a part of my schoolwork, LCA gives me the use of computers and storage space on the server for my work. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following:

1. I will use the computers only to do school work, and not for any other reason. I will not store material that is not related to my schoolwork.
2. I will use the Internet only with my teacher's permission.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put my address, telephone number, or any other personal information about myself or anyone else on the internet.
5. I will not upload, link, or embed an image (picture) of myself or others without my teacher's permission.
6. I will not play games that a teacher has not approved.
7. I will be polite and considerate when I use the computer; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.
8. I will not try to look at, send, or upload anything that says or shows bad or mean things about anyone's race, religion, or gender.
9. I will not damage the computer or anyone else's work.
10. I will not take credit for other people's work.
11. If I have or see a problem, I will not try to fix it myself but I will tell the teacher.
12. I will not block or interfere with school or school system communications.
13. My teacher may look at my work to be sure that I am following these rules, and if I am not, I may lose the right to use electronic devices.
14. I know that the LCA Code of Conduct and Internet Policy are to be followed, at all times, when I use the Internet inside and outside of school.

Print Student's Name: _____ HR: _____

Student's Signature: _____ Date: _____

Parents: I have read and discussed with my child the Acceptable Use Agreement, and I give permission for his or her use of the resources. I understand that computer access is conditional upon adherence to the agreement. Although students are supervised using computers, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

Parent Signature: _____ Date: _____

GRADES 3-4 POLICY

As a part of my schoolwork, LCA gives me the use of computers and storage space on the server for my work. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following:

1. I will use the computers only to do school work, and not for any other reason. I will not store material that is not related to my schoolwork.
2. I will use the Internet only in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put my address, telephone number, or any other personal information about myself or anyone else on the internet.
5. I will not upload, link, or embed an image (picture) of myself or others without my teacher's permission.
6. I will not use games or other electronic resources that have not been approved by my teacher.
7. I will be polite and considerate when I use the computer. I will not use it to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use the computer to bully or threaten anyone, including teachers and my schoolmates.
9. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion, or gender.
10. I will not damage the computer or anyone else's work.
11. I will not take credit for anyone else's work.
12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher.
13. I will not block or interfere with school or school system communications.
14. My teacher may look at my work to be sure that I am following these rules, and if I am not, I may lose the right to use electronic devices.
15. I know that the LCA Code of Conduct and Internet Policy are to be followed, at all times, when I use the Internet inside and outside of school.

Print Student's Name: _____ HR: _____

Student's Signature: _____ Date: _____

Parents: I have read and discussed with my child the Acceptable Use Agreement, and I give permission for his or her use of the resources. I understand that computer access is conditional upon adherence to the agreement. Although students are supervised using computers, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

Parent Signature: _____ Date: _____

5-8 POLICY

As a part of my schoolwork, LCA gives me the use of computers and storage space on the server for my work. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following:

1. I will use the electronic resources, including storage space, only for educational purposes related to work at Lawrence Catholic Academy.
2. I will use the Internet only in ways the teacher has approved.
3. I will not use games or other electronic resources that my teacher has not approved.
4. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number or any personal or confidential information about myself or others.
5. I will not upload, link, or embed an image (picture) of myself or others without my teacher's permission.
6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel, or ridicule students, teachers, administrators, or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious, or racial groups, or material that is pornographic or explicitly sexual in nature.
8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
9. I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of LCA and are used for school-related purposes by students, their parents, and staff.
10. I will report any problems or issues to the supervising staff member.
11. I understand that my use of the school system's computers is not private and that LCA reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
12. I know that the LCA Code of Conduct and Internet Policy are to be followed, at all times, when I use the Internet inside and outside of school.

Print Student's Name: _____ HR: _____

Student's Signature: _____ Date: _____

Parents: I have read and discussed with my child the Acceptable Use Agreement, and I give permission for his or her use of the resources. I understand that computer access is conditional upon adherence to the agreement. Although students are supervised using computers, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

Parent Signature: _____ Date: _____

HANDBOOK AMENDMENTS

The Principal retains the right to amend the handbook for just cause and teachers and parents will be notified if changes are made.

**LAWRENCE CATHOLIC ACADEMY
PARENT/STUDENT HANDBOOK
SIGNATURE PAGE**

Please sign the attached confirmation sheet stating that you have read and understand the Parent/Student Handbook and return to LCA by September 15, 2023.

We have read the Lawrence Catholic Academy Parent/Student Handbook. 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 these policies, procedures and regulations.

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 Name: _____ HR: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Please return to LCA by September 15, 2023