

**LACORDAIRE ACADEMY
MIDDLE SCHOOL**



**Parent & Student Handbook
2017-2018**

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Welcome to Lacordaire Academy

Lacordaire is a community of students, faculty and parents who work together, share ideas and value learning. As a member of Lacordaire Academy, you are an active and important member of this school community. As a member of this community we will call on you to uphold the proud tradition from which Lacordaire draws. Inherent in this call are certain rights and responsibilities that we entrust to you and a challenge to continually make Lacordaire a better place.

At Lacordaire every student has the right to learn in a safe and nurturing environment, where respect for each person is stated and lived. In order for Lacordaire to function smoothly, certain guidelines are necessary. Therefore, this handbook serves to define procedures that should be followed in order for us all to work well together. Some policies and procedures described in this handbook will change periodically, and Lacordaire Academy reserves the right to make such changes. The Lacordaire experience of growing and learning together in an atmosphere of respect and cooperation gives our school its strength and joy.

Mission Statement

Lacordaire Academy is an independent, college preparatory school rooted in the Catholic Dominican tradition serving a diverse student body, coed Pre-K-8 and young women in grades 9-12. A challenging curriculum combines academics, athletics, appreciation of the arts and community service to empower students to develop their own gifts and talents. We accomplish our mission by working in a collaborative manner engaging the entire Lacordaire community.

Vision Statement

Lacordaire Academy will be recognized as a premier private school proudly rooted in the Catholic Dominican tradition. Providing a rigorous and disciplined k-12 curriculum in a respectful and inclusive environment of spiritual, academic, athletic and aesthetic development, the Academy fosters competent and confident leaders of character.

Philosophy

As a small, independent, Catholic school, Lacordaire is committed to the total development and education of its students regardless of race, creed, ethnic or socioeconomic status. We endeavor to unite our students in respect, compassion and concern for themselves and others. We strive to enhance the faith and spirituality of our students as we assist in their physical, emotional and intellectual growth.

Personal development occurs in a spiritual community where students are both nurtured and challenged. A dedicated faculty and staff work together to promote and exemplify the values of responsibility and personal duty. Lacordaire guides students to appreciate the fine arts and to become proficient in technology. Each student receives support to meet individual goals within a demanding curriculum thereby developing the confidence to achieve success.

Lacordaire encourages students to become leaders in their communities and instills a sense of individual, as well as social responsibility. Students learn to reason, problem solve and think independently. They learn to respect the dignity of human life and to give back to their community the many gifts they have received.

Lacordaire Academy's Belief Statement

We believe that...

- Our faith in God, rooted in our Catholic Dominican tradition, promotes social justice and community service through a strong value-centered education.

- Understanding and respecting diversity are critical to a peaceful, vibrant community and global society.
- Each member of the community has a responsibility to respect, preserve and protect the environment.
- Effective education develops the whole person spiritually, intellectually, socially, emotionally, physically and artistically.
- Students are entitled to a supportive, safe and nurturing environment in which they can grow, learn and express themselves confidently.
- Our challenging curriculum develops the critical thinking and problem solving skills necessary to make informed and ethical decisions.
- Our school thrives as a result of the open communication and shared responsibility of the governing authority, teachers, parents and students.
- Encouraging life-long learning is essential for success in an increasingly complex and ever-changing world.
- Each member of our community possesses gifts and talents, and the diversity of these gifts should be respected and cherished.
- Our dedicated faculty and staff prepare students for life as independent thinkers, confident decision makers and responsible leaders.

History and Tradition

Since its foundation in 1920, Lacordaire Academy has pursued the highest ideals of Catholic education. The Academy was named for Père Henri Lacordaire, a 19th century Dominican priest, educator and member of the Academie Française, who brought the truth of Christ to the people of Paris. To live up to the reputation of such a figure is indeed a challenge. The challenge was very much taken up by those who began Lacordaire. This description of the school appears in the annals of the community:

By a constant and systematic stress on the cultural and moral side of education, Lacordaire has evolved from a small experimental theory in education to a well-established and practical school unique in its type and effective in its training.

The history and tradition of Père Lacordaire endures today: to learn amid Christian values and transmit them to the society in which we live.

Purpose

This handbook is designed to foster a respectful and cooperative community at Lacordaire Academy. To meet this objective, the school administration may exercise flexibility and discretion in the administration of the policies described in this Handbook as may be warranted by unusual or unique circumstances. This handbook is not intended to create any additional rights for students or parents/guardians.

Accreditation

Lacordaire Academy is accredited by the Middle States Association of Schools and Colleges. It holds membership in the National Association of Independent Schools (NAIS), the New Jersey Association of Independent Schools (NJ AIS), the Archdiocese of Newark and the National Catholic Education Association.

The Quality of Education

The Sisters of St. Dominic of Caldwell, New Jersey, who direct the affairs of Lacordaire Academy, are members of the Dominican Order, whose members since the thirteenth century have dedicated themselves to the ideals of Truth. In the finest traditions of the medieval universities, Dominican scholars have been taking part in every phase of intellectual pursuit for over seven hundred years.

The Sisters of St. Dominic, together with a dedicated lay administration and faculty, conduct a well-ordered curriculum of studies and activities suited to the abilities, personalities, and interests of students and assist these students in finding their own pattern of life.

Board of Trustees

The Board of Trustees, together with the Sisters of St. Dominic, Caldwell New Jersey, lead Lacordaire Academy, reflect the school community and exhibit a variety of talents, experiences and backgrounds. They understand, accept and support the philosophy and mission of Lacordaire. Trustees give of their time, resources and professional expertise to support Lacordaire. They set policy, supervise Lacordaire's financial assets and facilities, and hire, support and evaluate the Head of the Academy. The Board of Trustees, in collaboration with the Head of the Academy and the Advancement Office, raise necessary funds for the Academy. Each Board member is to make every effort to identify potential donors for the Development Committee. The Board members attend various school functions.

Non-Discrimination Policy

Lacordaire Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students of the school. Lacordaire Academy does not discriminate on the basis of race, color, creed, national or ethnic origin in the administration of its educational policies, admissions policies and other school administrative programs.

Religious Education and Spiritual Life

Religious Education

We hold the teaching of religion and ethical values at the heart of our curriculum. Thus all students are required to study religion. Religion classes include the study of Sacred Scripture and the traditions, beliefs and practices of the Catholic faith, and character development. We begin and end our school day and lunch periods with formal prayer in a spirit of reverence maintained by all students. Through the teaching of the Word of God students are guided in their ethical behavior. To foster respect for the rich variety of religious heritages within our student body, we provide opportunities to learn about other faiths and practices.

We ask parents to share the importance of religious education with their children and to guide them to live a full spiritual life by example, encouragement, love and understanding.

Spiritual Life

The spiritual life of our students is further enhanced by the many school liturgies held each year in which all participate, and by retreats and days of reflection. The Sacramental Program prepares students for the reception of First Holy Communion and First Reconciliation in second grade. We also work with parishes to prepare our 8th graders for Confirmation. Special celebrations are:

- The Blessing of the Animals on the Feast of Saint Francis of Assisi
- Ecumenical prayer service in honor of Dr. Martin Luther King Jr.
- Prayer Services or liturgies before Thanksgiving and on Ash Wednesday
- Living Stations of the Cross during Holy Week
- May crowning in honor of the Blessed Mother
- 8th grade retreat off campus
- Middle school retreats/chapel visits in the convent
- Liturgies on Days of Holy Obligation

Curriculum Overview

Reading, language arts, social studies, math, science and religion provide the foundation for the curriculum at Lacordaire. The course of study is enriched by the addition of art, French / Spanish in grades 5-8, music, physical education and computer science classes.

Independent and cooperative learning, critical thinking, inquiry and project-based pedagogy, and mastery of technology are emphasized in all areas of the curriculum.

Reading and math programs are developmentally structured and adjusted to individual needs with a rigorous curriculum, small class size and great support structures in place.

Grades 5-8 switch classes and have different teachers for religion, language arts, reading, science, social studies, French/Spanish and mathematics. Enrichment courses vary from year to year but have included: Study Skills, Shakespeare, Geography, Current Events, Public Speaking and Character Development.

Students in grades K-8 explore science with hands-on activities. They use Smart Boards, iPad technology, and Chromebooks in their classrooms. Technology is integrated throughout the curriculum.

Students in grades Pre K to 4 study French and those in 7-8 grade may opt to take Spanish. Latin is offered in 7-8th.

Qualified students in grades 5-8 may participate in the Johns Hopkins University Center for Talented Youth Program and/or the Duke TIP program for gifted students. Determination of who takes the test is based entirely on test scores required by these programs. Notification is sent home in October for students who qualify and participation is entirely optional.

Advanced Placement/Accelerated Classes

Qualified students in the seventh and eighth grade may take Advanced Literature for two sequential years if they qualify based on the recommendation of the teacher, class grades and standardized test scores.

Qualified students in 6th grade may take Pre-Algebra for math. This allows a student to complete Pre-Algebra, Algebra and 3/4 of a year of Geometry before they graduate from 8th grade should they qualify.

** Decisions to place students in advanced courses are based on standardized test scores, year-end grades for the prior year's class, and teacher recommendation and feedback. Teachers have the discretionary power to determine new placement for students based on the first marking period grade for that class. All grades received in a class are final, even if a student moves to another class for the remainder of the year.

Sports and Activities

Student life at Lacordaire is further enriched by after school sports and activities (see extracurricular brochure for details).

Student behavior in clubs or after school programs is expected to follow the same high standards of decorum as in the classroom. Poor sportsmanship or unruly or rude behavior will result in loss of privilege to attend or participate in extracurricular activities subject to the discretion of the moderator and/or administration.

General Discipline Policy

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Lacordaire Academy. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others.

Home and school will work together to help students learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who disrupts the good order of the school or violates a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Head of School and the Associate Head of School. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referral or warning, denial of privileges, lunch time detention, suspension of extracurricular activities, in-school suspension, out-of-school suspension, or expulsion.

Study Hall Behavior

Students are expected to conduct themselves in a quiet and respectful manner during study hall. Snack, cell phones, and headphones for music are not allowed during study hall. **If at any time a student does not comply with these rules, he or she will be sent to aftercare.**

Detention

Disruptive or disrespectful behavior will not be tolerated. Parents / guardians will be notified via assignment pad with a sticker that a student has received an after school detention because of inappropriate use of language, a lack of honesty, missing homework or a lack of respect shown to a teacher and/or classmate. It is the responsibility of the homeroom teacher to let students know that they have detention for tardiness and/or dress code violations. Middle Students who receive after school detention must serve the detention within 48 hours of notice. Failure to attend a detention within 48 hours will result in further consequences, including but not limited to a loss of privileges and restrictions placed on field trip attendance or participation in clubs or sports.

A student who misses detention without notification will not be allowed to return to class until parents meet with the Associate Head of School and teacher. **The responsibility of getting the assignment pad signed nightly is that of the student.**

If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety a conference between the Head of School, Associate Head of School, and parent or guardian of the student will be scheduled.

Expulsion

Actions both on and off campus which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in **immediate expulsion.**

Harassment, Intimidation, and Bullying (HIB)

Lacordaire Academy prohibits acts of harassment, intimidation, or bullying including cyber bullying that affects any member of the Lacordaire Community (students, parents and faculty) on or off campus. Our institution fosters a learning environment with the primary principle of love and respect for all. A safe environment is necessary for students to learn and to develop their highest potential. Harassment, intimidation and bullying interrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Our school

administrators, faculty, staff and volunteers are our pupils' best examples and should be commended for demonstrating the behavior we aspire them to live by, i.e., treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

The definition of HIB that applies to the use of this guidance is established at N.J.S.A. 18A:37-14 and is provided below. It is important to note that while the statutory definition of HIB might vary from definitions of bullying provided by program professionals, schools are responsible for the HIB definition at N.J.S.A. 18A:37-14. HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that:

- Is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic
- Takes place on school property, at any school-sponsored function, or on a school bus; or off school grounds, as provided for in N.J.S.A. 18A:37-15.3
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property
- Has the effect of insulting or demeaning any student or group of students
- Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Bullying and Cyberbullying

Bullying, verbal, physical or psychological abuse will not be tolerated. Cyber bullying, cell phone or email harassment are grounds for immediate expulsion, even if it is occurring after school hours. Inappropriate social network posting is also grounds for suspension or expulsion. Parents who suspect bullying is occurring are asked to notify the homeroom teacher immediately. Parents may not reprimand students but instead should bring concerns to the attention of the teacher.

Academy Response to Reports of Bullying or Inappropriate Conduct

Per our mission and philosophy statements found in the handbook, all students must be treated with fairness and respect. Consistent with a zero tolerance for bullying and with the emphasis placed on the safety and the rights of all students attending Lacordaire, the procedures listed below are in place and are included in the handbook for clarity and transparency.

If a teacher receives a report of bullying from a parent and/or a student, the Assistant Head is notified and a thorough investigation of all the facts begins immediately. This investigation may include, but is not limited to, conversations with faculty, students and any other witnesses. Homeroom and subject teachers of all students involved will be notified so that the teachers may monitor the situation closely. Parents of students involved will be notified by phone and/or email the day the initial complaint is made by the Assistant Head of School. The Assistant Head will follow up with the parents of all the students involved, but specifics of consequences administered can only be reported to parents of students who receive the consequences. Evidence of bullying as defined by Harassment, Intimidation and Bullying (HIB) legislation may result in immediate dismissal or the withdrawal of an invitation to return the following year.

Repeated physical contact, whether with malicious intent or not, will not be tolerated. Parents of students involved in any incident which involves physical contact will be notified immediately. Parents of the student who has made repeated physical contact with another student may be asked to meet with faculty, the Assistant Head, and the Head of School before that student is allowed to return to classes. Parents/guardians will receive written notification and follow up protocol regarding any such incidents. Physical conduct may include but is not limited to hugging, rough play, throwing items at another or unwanted shows of affection.

Invitation to Return

As a self-selecting, independent school, Lacordaire Academy reserves the right to invite back, year by year, only those students who abide by Academy standards and display the desire to make Lacordaire Academy a happy, safe, healthy and cooperative environment.

The Classroom Environment

Classroom Rules

For grades 5-8, faculty will have specific rules for the classroom. Descriptions of expectations for each teacher is listed in the syllabus to ensure the smooth operation of the daily routine and the safety and well-being of all the students.

Backpacks in the Classroom

Students may buy any color backpack, but for the middle school students, if they wish to use it throughout the day, it must be a "back" pack and not a rolling backpack as rolling backpacks become too much of a tripping hazard throughout the hall. Rest assured, if students are using backpacks to assist between classes, they do have multiple times in the day to go and switch their books out so their bags do not get too heavy.

Academics

Testing and Student Evaluation

Teachers test students regularly in the various subject areas to measure individual understanding of content area. Parents are asked to sign test or test scores (usually written in the assignment pad) and returned to the teacher the following day.

The standardized test program of the Newark Archdiocese to evaluate academic growth is given annually to students in grades 5-8. Results of these tests are used as an additional assessment tool of student progress and the results are shared with parents. The **HSPT Exam** (formerly the **COOP Exam**) is administered to all students in 8th grade. This is the Catholic High School Entrance Exam; however, many students take the **ISEE** for entrance into independent/ boarding schools and the guidance counselor will speak to any questions or concerns about that testing process as well.

We want every student to succeed at Lacordaire. If a child is struggling in an academic or behavioral area we will notify the parents and an action plan will be implemented. An educational evaluation of the student by a professional Child Study Team may be requested at this time by the school or parent.

If a student continues to struggle in an academic or behavioral area, and/or continues to work below grade level, the school does reserve the right to exercise its best judgment whether Lacordaire Academy is the best educational setting for the child. A student may be asked to leave the school if the decision is made that Lacordaire Academy is not the appropriate setting for the student.

Physical Education Class Policy

All students must take part in physical education class unless excused by a physician. This excuse must be in writing. Health forms and immunization records must be returned to the school office before the start of the school year. A student may not participate in physical education classes without these records on file. Students are required to wear the appropriate attire for physical education classes. No jewelry may be worn during a physical education class. Refusal to participate in physical education (other than a doctor's note) will result in an I (Improvement Needed) grade. If a student receives three I's in any one marking period, he or she will receive a U on the report card.

Honor Roll

First and Second Honors are announced quarterly. To achieve First Honors, a student must receive an average of 90% (3.7) or above and no grade lower than a B. To receive Second Honors, a student must receive an average of at least 87% (3.4) and have no grade lower than a B-. Students earning a D+, D, U, or Incomplete in any course (s) are not eligible for the Honor Roll. There may be no I's or U's in special subjects or behavior. A student who receives a D+ or lower on a midterm or final exam is not be eligible for honor roll for that respective marking period. Excessive absences or tardiness, or behavior unbecoming a Lacordaire student may prevent a student from making honor roll.

Marking Code

The marking code at Lacordaire Academy is as follows:

O Outstanding	A+ (97-100)	C+ (77-79)
S Satisfactory	A (92-96)	C (74-76)
I Improvement Needed	A- (91-90)	C- (71-73)
U Unsatisfactory	B+ (87-89)	D+ (68-70)
	B (83-86)	D (65-67)
	B- (80-82)	U (64 or below)

Valedictorian/Salutatorian Decisions

Valedictorian will be selected in after the Progress Report in the third marking period based on the student's GPA since sixth grade up to that point in the year. This allows students who enter Lacordaire in sixth grade to be considered. If there is a tie in GPA between two students who have been here since fifth grade, then the fifth grade end of the year averages will be considered to break a tie. If a tie remains, there will be two valedictorians. If both students have not been at Lacordaire since fifth grade, the student who entered in sixth is salutatorian. If a student is new to Lacordaire in 7th grade and has the highest GPA for both 7th and 8th grade as of May in his or her 8th grade year, that student may be considered as salutatorian or may receive special academic recognition at commencement. There can be no more than two speakers; therefore, if there is still no way to distinguish candidates based solely on the GPA the Middle School faculty will vote.

All speeches must be reviewed and approved by the Associate Head of School and the Dean of Academics. The speech must put forth only ideas consistent with the mission and philosophy of Lacordaire. Commencement speeches are not to boast about individual success but rather to thank faculty and parents for their guidance and applaud all graduates for their work and accomplishments.

This policy has been carefully constructed to reward the efforts of any and all students who have achieved a high level of academic success while attaining and consistently maintaining high standards of moral character.

Policy and Procedure for Section or Course Placement

Lacordaire Academy's Middle School does not have many advanced or honor sections because the philosophy is to develop a challenging curriculum for all students and provide a supportive and nurturing classroom environment so all can succeed. However, some flexible ability grouping occurs in sixth through eighth grade in reading and math classes only.

In sixth grade students may be placed in an accelerated math class if they qualify. The accelerated track offers students Pre-algebra in sixth, Algebra I in 7th and Geometry in 8th. Please note in eighth grade, students finish

with the complete Algebra I class in the first marking period and then take Geometry. Students in the regular math track take: 6th grade math, Pre-Algebra and a high school level Algebra I in grades 6 through 8.

Similarly, students in seventh and eighth grade who excel in areas of reading and writing are placed in Advanced Literature which is a two year course.

The primary assessment tool for deciding placement of any student in any grade is a teacher evaluation. The student's teacher from the prior year makes recommendations for a student's placement in advanced sections based on grades, participation, study habits and homework. Standardized testing is used as an additional guideline in the seventh and eighth grades in both math and reading classes. The three criteria for placement are as follows: 1) teacher recommendation; 2) final grade of A or A+; 3) standardized testing of 90% or higher in related areas.

If a student has two of the three, the school will place the student in the advanced class. If a student has one of the categories, the parent may waiver a student into a class. If a student does not meet any of the criteria, that student cannot be waived into the class. At the end of each academic year, teachers review grades, testing and recommendations to decide placement. Parents are notified over the summer of their child's placement and are given the option to meet with the teacher and/or Dean of Academics to discuss the decision.

Requests for Changes in Placement

In order to have a student's placement in an advanced class changed, a parent must first meet with the teacher and then sign a waiver requesting the change in writing. Determination as to whether the placement is appropriate will be made at the end of the first marking period. If a student who has been waived into a class looks deficient at the end of the first marking period, the teacher may require a student to switch out of the class. All requests for a change in classes must be complete by the end of the first marking period.

Progress Reports

Progress reports are sent home halfway through each marking period to grades 5-8. These notices inform parents about areas of growth and alert them to areas that need additional attention. The dates for progress reports and reports cards appear on the monthly and yearly calendar.

Report Cards

The purposes of the reporting system are:

1. To assist parents in understanding the progress of their children.
2. To encourage cooperation between the home and school in the educational advancement of the student.
3. To encourage in the student a sense of responsibility and accountability.

Midterms and Final Exams

Midterms and final exams are administered in grades 5-8. The midterm and the final are each ten percent of the yearly average, totaling twenty percent of the final average. Midterm and final exams will not be returned. Parents may make an appointment to review the exam with the teacher at any time. Student's progress is reported to parents on a quarterly basis. Report cards are reviewed by the Dean of Academics with the student, then sent home in the white envelope.

Parent Teacher Conference

Once a year there is a parent teacher conference day which will be listed in the school calendar. Parents of students in grades 5-8 will meet with individual teachers in the gym one evening and one full day. Please check the Academy calendar for times and dates.

If a parent of a student in any grade would like a conference on any other day, he or she can call the office to schedule one. **All conferences include two or more members from the team**, usually the homeroom teacher and the subject-teacher. (See more information under Home-School Communication)

Academic Probation Policy

- Students with 2 or more D's and/or 1 or more F's and/or multiple 4's in effort in classes that meet three or more times will automatically go on academic probation, and parents will be notified by letter. If parents have not already come in for a conference regarding grades, they must come in at the time of the letter and meet with the teachers, Dean of Academics, and the Associate Head of School.
- Students will remain on Academic Probation until the end of the marking period and will only be removed from Academic Probation if the grades are satisfactory. If a student continues on Academic Probation for a second or third marking period, privileges may be lost and the student may not be invited back the following year.

Failing Grades for the Year

If a student receives a failing grade for the year in an academic class that meets three or more times a cycle, that grade will be indicated on the student's report card and transcript. The student will be required to complete summer instruction. Summer instruction may be 30 hours of tutoring by a certified teacher or tutoring program or it may be a special on-line program designed by or approved by Lacordaire Academy. Once evidence of completion of summer work is submitted, the transcript will be revised to indicate that the student has successfully completed the work for that grade's subject and may move forward to the next grade; however, the failing grade will remain on the transcript. If a student is in 8th grade, that student may walk at graduation but may not receive a diploma until all summer instruction is complete.

Annual Review

Lacordaire Academy maintains high standards of academic and personal excellence. A student's standing at Lacordaire is governed by an annual review. If academic achievement falls below a certain level or if personal and/or social behaviors do not meet certain standards, enrollment may not be offered for the next academic year.

Homework

Homework assignments are given to supplement and reinforce classroom teaching and learning. A variety of activities will be assigned that are an outgrowth of the student's class work. Homework assignments will be appropriate to the age, ability and the need of the student. All assignments other than math must be neatly completed in pen. All assignments must have a proper heading and date (this may vary by subject/teacher) and must be completed on time for full credit.

Parents are asked to review written assignments and to help form good work and study habits. Students work and learn at different rates and assignments will vary in difficulty.

Middle School Homework Policy

Homework is assigned nightly to strengthen and develop each student's skill and understanding of material. Homework provides practice for students and serves as an assessment tool for teachers to gauge an individual's, as well as a class's, understanding of the material. Lacordaire Academy's philosophy regarding homework is simple: Students benefit from meaningful assignments that cannot be completed during class time, but that are necessary to the growth of the student. Project and inquiry based learning are used across grades and curriculum

to engage students and to promote collaborative and interactive learning. Reading each and every day has been proven to be the number one way to promote academic success in all subject areas and to that end Lacordaire students are expected to read nightly. Writing down homework in the assignment pad, bringing home proper books, and completing assignments neatly, thoroughly and on a timely basis help students develop strong study skills, increase academic ability, and instill values, such as responsibility and self-reliance. **All printing must be done at home.**

Assignment Pads

Special Lacordaire dated assignment pads were purchased so that students have room to write all assignments daily. It is imperative to your child's success that he or she learn to manage his or her assignment pad. Parents must sign it nightly whether or not assignments were written that day so that communication between home and school is clear and frequent. Test and project grades are recorded in the assignment pad, as well as stickers indicating detention or a lack of homework. **If a student is sick or absent for an extended time due to illness it is important to work with the teachers to schedule a reasonable time line to make up homework. Family vacations, other than academy vacations, are discouraged and faculty are not expected to provide assignments in advance.**

Below is a checklist of resources and suggested ways to assist your child:

1. Check assignment pad and check your child's Lacordaire email for homework postings every day. The emails are designed to help parents and to provide a way for students who are absent to get the homework without having to come to school. The teacher can also post extra worksheets in case they are lost or forgotten at school. **** Students are responsible for recording their homework each day in order to develop strong study skills. If a teacher cannot post due to technical difficulties, the student is still responsible for the homework.**
2. Check the test and project calendar on Google Apps. Sometimes it is easier to see at a glance than to decipher handwriting in the assignment pad.
3. Hold your child responsible for taking down the homework and completing the homework. If this is considered important by all parties, it becomes a priority.
4. If your child says he or she has no homework, what they really mean is that it is not due tomorrow or that it is "only" studying for a test.
5. Have students start as early as possible. That is not always easy with extensive extracurricular schedules; however, a student's focus decreases with fatigue, so the sooner the better.

What We Have Done to Help:

1. Developed a study skills class for 5th graders and purchased new assignment pads based on student and parent feedback, making it easier than ever to record homework.
2. Dedicated the first few computer science classes for grades 5-8 to learn how to use Google Apps for Education which includes creating passwords for the Lacordaire email accounts, showing them how to use the calendar, and instructing them on using Google Docs for group projects. Faculty also received training so that they can post homework and assist students with technology for project use.
3. Post all tests and projects on Google Calendar so parents, students and other teachers can see at a glance what is due and when. **There can be no more than two tests a day; however, quizzes in any and all subjects can be daily.** Quizzes are used by teachers to assess whether or not a class is understanding the material and can move to the next level.

4. Created teacher monitored study halls every Monday, Tuesday and Thursday from 3:00-4:00. Students have to sign in, show their assignment pad and quietly do their work. This service is completely free. **Students who are disruptive or who are not productive will be sent to after care for a fee.**

5. Eliminated projects over vacations. Homework over vacations, such as Christmas and Easter, is limited to math, language arts and/or reading as it is essential to the curriculum.

6. Eliminated homework over the long weekends such as Columbus Day and Thanksgiving. **Please note one exception: Honors or accelerated classes may assign math and reading homework over long weekends.**

7. Made classrooms available from 3:00-4:00 to work on a group project any day of the week except Friday. **Parents must send a note to reserve a classroom in advance. No students can be left unattended.**

Textbook Care

All textbooks must be covered. Contact paper or tape must not adhere to hard covered texts. Fines or replacement costs shall be imposed for books lost or not kept in proper condition.

Google Apps for Education

Each student in grades 5-8, as well as every faculty member, has his or her own Lacordaire email. Google Apps for Education allows students to use Google docs and Google drive, as well as receive homework assignments. Parents and students can view test/project calendars. **Parents will receive the passcode information so that they too can check homework and calendars.**

Digital Technology Use: “Bring Your Own Device” & Academy Computers

Only students in grades 6-12 may participate in and use the Academy's Wi-Fi and Internet for academic purposes during school.

Students in grades 6-8 are ONLY allowed to bring Chromebooks of whatever brand they so choose. “Chromebooks” are characterized by limited hard drive capacity and internet functionality. If parents or students are not sure of whether a device exceeds the school’s definition, they can check with the Director of Technology.

Students in grades 9 through 12 may bring their own laptop, Chromebook, or tablet to school. Laptops and tablets may be used in class only with the express permission from each individual teacher.

Students are not permitted to use any digital device with internet access capabilities outside of the Academy’s wifi and/or ethernet internet access. This includes, but is not limited to, smartphones, smartwatches, and tablets with individual data plans. Exceptions may be made by individual teachers based on the needs of their curriculum.

Lacordaire Academy has no liability whatsoever for the maintenance, care or protection of a student's personal Chromebook, laptop or tablet. If a de-vice is lost, stolen, or damaged, it is the student's sole responsibility to replace or repair the item or to stop participation in the “Bring Your Own Device” program.

Teachers of grades 6-12 have the express right to tell students to put away devices for any and all of their classes. The Technology Use program is intended to support the curriculum and is not required for all classes. Teachers may use their discretion to deny the use of devices at any time if the technology seems to be a distraction for a student or students. Students who disregard the teacher's in-structions or who argue, delay, or

resist following these instructions, may be subject to disciplinary action, including but not limited to revocation of technology use privileges.

The Academy wifi/internet availability has been upgraded so that faculty and students may use multiple devices during the school day. Any student found using unauthorized Internet access will lose privileges and the right to bring one's own laptop or tablet.

Over 30 Chromebooks and 12 iPad minis are available for student use during school for specific assignments when the computer labs are not available. Only faculty can reserve Chromebooks and iPads for use during school hours, although students in online classes can request to use Academy Chromebooks during school hours in order to complete classwork. All requests for Chromebooks and/or iPads from the school's loaner pool must be made in writing to the Director of Technology.

If a Lacordaire Academy Chromebook or tablet is loaned during a class, students are held responsible for its care and safe return at the end of each class. The borrowing student will be liable for any damage to the device, including the computer contracting a virus, malware, spyware, or other digital maladies.

At any time during the year, if a student demonstrates poor decision making or becomes a disruption in a class while using a device, that student will have technology use privileges revoked for some specified time spanning from one day to the remainder of the year.

A failure to abide by any Academy rules or policy as stated in the Parent/Student Handbook could result in the loss of computing privileges for a specified time or the entirety of the year. Computer Policy Guidelines

Internet and E-Mail Rules

Fifth through eighth graders will have their own Lacordaire e-mail accounts and username/passwords. Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. Communications on the computers are often public in nature. The computers are provided for the students to conduct research and communicate with others. Access is given to students who agree to act in a considerate and responsible manner. Individual users of the computers are responsible for their behaviors and communications on these systems. It is presumed that users will comply with school standards both in school and off campus.

Computer systems, including cell phones, may be treated like school lockers. School administrators may review files and communications to maintain system integrity and insure that students are using the system responsibly. Students should expect that files stored on school computer systems will be open for review.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other media.

The following actions are not permitted:

- Sending or displaying offensive messages or pictures
- Harassing, insulting or attacking others, cyber bullying
- Damaging computers, computer systems or computer network
- Violating laws and trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the computer for commercial purposes

Attendance

School Hours

School begins at 8:00 A.M, and classes are dismissed at 2:40 PM Monday through Friday for grades Pre K-4. **Sixth through eighth graders may need additional time to get their books from the lockers to be ready for first class at 8:10 am. We recommend getting to school by 7:45 am.** Grades 5-8 are dismissed at 3:05 PM. Parents pick up their children at the end of the walkway at this time. If students are not picked up on time, they are sent to Aftercare at 3:00PM and the parent is charged the Aftercare fee. The school permits only the parent or a designee authorized by the parent in writing to pick up the child.

Absence Policy

The school office is notified by telephone by 8:00 AM when a student will not be attending school due to illness or other reasons. Should a student be absent and no call is received, the school will make every effort to reach the parent by phone to verify the absence. Upon return, the student must present a written note including the dates of and the reason for the absence. **Absence of five consecutive days requires a doctor's note.**

Excused Absences

The following are considered excused absences when supported by appropriate documentation:

- Long-term illness or medical condition (e.g. Chicken pox, flu etc.)
- Religious Observance
- High School visit
- Death in the family
- School supported field trip

Excessive Absence

Please realize that excessive absence is detrimental to the ability of the student to perform well in his or her studies. **Four or more unexcused absences in a marking period will result in a meeting with parents and ineligibility for honor roll.** Students will receive a zero for participation grades on those days which may affect the student's final grade average.

Excessive use of notes/calls for lateness will not be tolerated—the school will only accept 1 call/note for an excused lateness per week, and the school reserves the right to award detention or other consequences for abuse of the lateness policy.

Tardiness

Students are expected to arrive for school at 8:00 AM Students who show up after morning announcements without a parent/guardian call or note will be marked late unexcused. Frequent tardiness is disruptive to classes; therefore, students arriving after 8:00 will receive an automatic lunch detention. **Five or more lates per marking period will result in a loss of eligibility for extracurricular activities for one week. If a student is late unexcused four times, it will be treated as one day of absence. Multiple lateness may impact honor roll eligibility.**

Field Trips

Field trips for grades 5-8 are planned throughout the year to enrich the curriculum. In most cases, field trips add another dimension to a student's learning experience or understanding of subject matter. Therefore, participation and attendance are mandatory. If there is a financial concern, the school administration must be notified immediately so that all opportunities to finance the trip/retreat can be explored. All trips require a signed permission slip by a parent or guardian, and **attendance is mandatory**. Should a parent deem it necessary to keep a child out of school on the day of a field trip it will be recorded as an unexcused absence unless there is a medical condition or illness. In Middle School an unexcused absence results in an academic penalty.

Morning and Aftercare Programs

Lacordaire Academy offers a Morning Care Program that begins at 7:15am. Morning Care is free. After 7:45am there is a teacher on duty and there is no fee. An Aftercare Program for grades Pre K through grade 8 is also available.

The program runs from 3:00 PM to 5:45 PM Monday-Friday. The fee schedule is sent home annually in the summer, but if you require another copy please contact the office and another one will be sent to you. Students may register for the program in advance or attend on a daily basis. Any student not picked up by 3:00 PM will be sent to aftercare and will be billed accordingly. Any student not picked up after an extracurricular activity will also be sent to aftercare and a fee will be charged. Aftercare privileges will be revoked if a student does not follow the appropriate code of conduct at all times or if payment is over two weeks late.

Early Dismissal

Any student who must leave school early must provide the school office with a written note. At the designated time, the parent must sign out the student in the Early Dismissal Book. No student will be allowed to leave the building except in the presence of an adult known to the staff.

Emergency Closing

Announcements of cancellation of school during inclement weather or emergencies will be initiated by school telephone chain and emails. It will also be posted at www.lacordaireacademy.com, the Academy's website by 6:30 AM (if not sooner.)

Delayed Opening Schedule

Should there be a delayed opening due to weather or extenuating circumstances, the following schedule will be put into effect for Middle and Upper schools regardless of what day it is in the 6 day cycle:

9:00-9:15 Homeroom ** For Lower School as well.
9:15-9:50 First Period
9:52-10:22 Second Period
10:24-10:59 Third Period
11:01-11:36 Fourth Period
11:38-12:26 Fifth Period
12:28-1:16 Sixth Period
1:18-2:06 Seventh Period
2:08-2:56 Eighth Period

Vacations

Extended vacations, outside the scheduled calendar vacations, are discouraged. It is a matter of policy and courtesy that the Dean of Academics be notified in writing prior to such vacation times. The student will be expected to make up all tests and work missed during that period of absence. **Middle School students are responsible for obtaining all missed assignments and re-scheduling any missed tests on their own initiative.**

Home-School Communication

Conferences

Formal parent teacher conferences are held once a year, but individual conferences may be initiated at any time by parents, teachers, or the Dean of Academics. Such communication may be initiated through a note to the teacher or a phone call to the secretary. Arrangements will be made for a conference, giving both the teacher and the parent time to be prepared. **Parents should not enter the classroom during school hours unless they are a scheduled volunteer.**

Weekly Update Letters

The Head of School writes a weekly letter regarding Academy news and these are sent home electronically and posted on the website. The Associate Head of School and Dean of Academics share news of significant events and student achievements at Lacordaire in weekly updates on the website. The weekly updates are located on the website under the “Academics” heading for each school.

Email Reminders

In the Academy’s effort to go green we will frequently send email reminders regarding events. We will post pdfs under Lacordaire Now on the website should parents require forms to register for events.

Assignment Pad and Weekly Folder

Assignment pads for the Middle School grades are the most important means for parents to stay in-tuned with a student’s success. If a parent is not seeing the assignment pad nightly, he/she should contact the teacher immediately.

Website and Faculty Email

The website, www.lacordaireacademy.com has an annual, weekly and monthly calendar and the weekly letters from the Head of School. Parents can search under the Parents button for current info. The website includes descriptions of the curriculum and photos and details of the extracurricular activities offered. Updates and special announcements such as Middle States information, school closings and special events will also be posted.

Student Directory

Every family receives a student directory with phone numbers, e-mail addresses of parents, family address and faculty and class parent e-mail information. Information must be received by August to guarantee that it is included in the directory for that year.

Messages

Parents should call the school office if they wish to share information with their child's teacher or let the school know about special pick up or drop off instructions. An email can also be sent to the teacher and school assistant. **Leave a brief message with the school assistant along with a number where you can be reached. In order to meet all responsibilities it is impossible for the school assistant to always be at her desk. Messages are retrieved regularly.** The teacher will return your call as soon as possible. The school telephones may be used by students only by permission for an emergency.

Parent Community

The parents of Lacordaire Academy assist the school by helping to build a caring community and by engaging in activities designed to promote the welfare of Lacordaire Academy through generating additional income. The school liaison officers are the parent representatives to the administration. In this role, the liaison officer works with the Assistant Head of School to build a strong school community fostering effective communication and good will, arranges for the selection of the class parents, hosts the class parent breakfasts, starts the parent phone chain and seeks events' chairpersons. Liaisons also serve on an Executive Committee and work with parent members from the Upper School in order to coordinate academy fundraising and fun events. Class parents assist the teacher in celebrating special yearly holidays and events, as well as organizing fundraising efforts for the class. Parents sponsor major fund raising drives to enhance programs already in existence or to initiate new programs. Through one hundred percent parent participation, Lacordaire Academy can achieve what it hopes for its students.

Visitors

All visitors, parents and volunteers are asked to report to the school office to sign in and obtain a visitor's pass. We ask that no one goes to the classroom with homework or lunches as this is disruptive to our classes. The office will bring homework or forgotten lunches to the students directly. Permission from the office to go into any classroom is required. No parent should enter the classroom to speak with a teacher without a scheduled conference as it is disruptive to the classes and their morning routines

Volunteers

Volunteers enrich the lives of our students in a variety of capacities: guest speakers, computer support, classroom activities/moderators, class trip chaperones, classroom aids, recess/playground supervision, coaches, and summer spruce up help. We invite you to join the fun and become a special parent volunteer.

Safety/Crisis Management

Any type of accident which occurs on the school premises must be reported to the office as soon as possible. If the accident is of a serious nature, one which may require professional care, we will contact the parent immediately. If unable to reach parent or emergency numbers provided, the Associate Head of School will make an emergency decision if immediate action is necessary. If a child is sent home with a fever, he or she may not return until he or she is fever free for 24 hours without medication.

Emergency Drills

Fire drills and lock downs are regularly conducted throughout the year. Fire procedures are posted in each classroom.

Health and Safety Regulations

- A yearly physical examination is required for all students.
- A student with a persistent cough should be directed to see the Director of Health Services.
- All accidents or injuries sustained anywhere in the school building or on school property must be reported to the Director of Health Services.
- A student who reports to the nurse must have the permission of his/her class teacher.
- All known allergies, if not specifically stated on the student health form, must be reported to the Director of Health Services.
- A student who is sent home by the school nurse must be accompanied by a parent/guardian or relative.
- A student may not leave school because of illness unless he/she has been seen by the Director of Health Services or has obtained the permission of the Administration.

Health Forms

All students must have a Health form filled out by their physicians and returned to the school nurse by the first day of school. All health forms and related information can be found on the website: www.lacordaireacademy.com (click on Student Life then Health Office). If the health forms are not received by this date, these students will not be permitted to attend school. Health Forms will be distributed to all students before the end of the school year. By state law, no student will be permitted to attend school without documentation of immunizations from the student's physician.

Medication

Medication should be given at home whenever possible. New Jersey Law forbids any nurse to dispense medication without a written physician's order. This includes prescription and over-the-counter medications. However, if it is absolutely essential that a student receive his/her medication (*prescription or over-the-counter*), while under the supervision of Lacordaire Academy, the following procedures apply:

- A parent/guardian should come to school and personally administer the medication(s)
- If this arrangement is not possible, the School Nurse will administer the medication under the following conditions:
- Written permission using Lacordaire Academy's Medication Consent Form that both parent/guardian and the students' licensed Healthcare Provider (physician or nurse practitioner) must complete, *which is valid only until the last day of each school year.*
- The medication must be brought to school by the parent/guardian and must be in its pharmacy labeled container with the student's name on it. (Please ask your pharmacist to label 2 containers – one for home and one for school.)
- Non-prescription medications must be in the original labeled container. If the medication is sent to school in other types of containers, the School Nurse is not allowed to administer the medication and the parent will be called. Students who carry medication in school violate the school policy and are subject to disciplinary action. Students are not allowed to self-administer medications at school with the exception of inhalers and Epi-pen, and then only if written authorization for this self-administration is provided by the parent/guardian and the student's healthcare provider.

All health forms are available either from the Director of Health Services or on the Academy website: www.lacordaireacademy.com (click on Student Life then Health Office) or <http://lacordaireacademy.com/health.html>.

Policy and Procedures

Middle School Playground/Recess Policy

- Grades 5-8 have recess from 12:05-12:30 weather permitting.
- To promote safety, the outdoor area is zoned, and there are specific areas for basketball, soccer, hula hooping, free play, and chalk use.
- Students are permitted to use the playground, blacktop, and wooded area for recess.
- No students are allowed in the shed. Aides will take out recess equipment.
- When recess is over students must clean the area and return all equipment to the shed.
- Any student who needs to use the bathroom will enter through the Kindergarten door. Younger students will be accompanied by older students.
- Injuries are assessed on a case by case basis. Students who need to see the nurse or be cleaned up will be brought in by an aide.
- At the end of recess the bell will ring twice. 1st bell students should freeze, 2nd bell students will walk to line up and wait quietly until the teacher on duty asks them to walk to their classroom.
- Students who are breaking school rules, playing roughly, or being unfair will receive a verbal warning. If the behavior continues they will be asked to sit out of play for a few minutes.
- Students are not permitted to play with sticks, rocks, or bricks.
- Students must follow guidelines specified for Ga-Ga pit.
- Students must be respectful to all faculty and staff overseeing recess at all times.
- At the beginning of the school year, teachers review the outdoor play rules and as a team go outside with each class to show them where they can play, how to use equipment, and review rules. Students are provided with reminders throughout the year.

Winter and Inclement Weather

- The decision to go outside based on weather and safety rests with the Lower School Chair and Associate Head of School.
- As a rule students will go outside if the real feel temperature is 32 degrees or above. When temperatures dip, the teacher on duty may make a determination to abbreviate lunch duty. Only the coordinator can call an indoor recess.
- Excessive wind or icy or flooded conditions are reasons to hold indoor recess.
- Grades 5-8 will take turns using the gym for basketball and classrooms for games and movies. All movies are approved by the homeroom teacher. Students must have coats, hats and gloves if the temperature drops below 60 degrees F. ** Teachers can use discretion with regard to permitting students who are not warmly dressed to play outside. If a student is not dressed accordingly, he or she will have to stay indoors with a teacher.

Financial Policy

Lacordaire Academy tuition and fees, and the regulations under which school bills must be paid, are established by the Board of Trustees. The Head of School is charged with the duty of impartially enforcing these regulations. A student's class registration is provisional until his or her family has satisfied the financial obligations. Students will not be permitted to take midterms or final exams or allowed to participate in class or participate in any graduation activities until all financial obligations have been met. Transcripts cannot be sent unless payment is received. There is a \$25 fee for transcripts being sent for grades Pre K to 7.

The Trustees of the School reserve the right to change the regulations of the Academy including those concerning tuition, fees, and the manner of payments, as they deem advisable. Such changes are effective for all students from the date when they are first promulgated. Tuition and fees are paid utilizing Tuition Management System. Questions about this system should be directed to TMS or the Business Manager of Lacordaire. Non-payment of tuition in any given period may result in termination of the student's education until such payment is made.

Tuition Refund

If a student leaves Lacordaire Academy for any reason during the academic year, the student will not be entitled to a refund per the enrollment contract. A **non-refundable** deposit of \$500.00 toward next year's tuition is due upon registration. A place in the class cannot be guaranteed unless the deposit is received.

Records and Transcripts

A parent or guardian has the right to view the following student records:

- Academic records
- Standardized test results
- Health records
- Emergency card

These records are available upon request.

Transcript of academic and health records will not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly to another school upon receipt of an official request. If a transcript must be given to a student or a parent/guardian, it will be stamped "unofficial."

Parking and Transportation

For the safety of our children, **cars are never to be parked in the school yard or driveway at Any time between 7:45 AM to 8:30 AM and from 2:30 PM to 3:15 P.M.** Parents have the option to use the drive way for drop off or pick up but may not get out of the car to assist students. If students need assistance, please park on the street and walk to pick up or drop off points. Faculty will be on the driveway for designated pick up times after school and a faculty is on duty either outside weather permitting or inside the Carriage House at 7:45 am. Please adhere strictly to this policy for the safety of the students. Please obey all traffic and parking rules of the township of Montclair for the safety of our students and courtesy to our neighbors.

Transportation reimbursement is sometimes provided for students traveling two miles or more to school in accordance with district laws.

Compliance with the Law

Suspected Child Abuse or Neglect

New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

Asbestos Management Plan

The school's Asbestos Management Plan is on file in the school office, as required by law. It is available for examination.

School Records-Parental Rights to School Records

Lacordaire Academy abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the noncustodial parent with access to the student's essential academic records.

Court Orders Affecting Parents

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Assistant Head of School with the “custody section” of the divorce decree if it contains useful information for the school to fulfill its obligations.

Crisis Intervention Plan

Lacordaire Academy provides the faculty and staff with guidelines and training in the prevention and intervention procedures to be used in emergency situations. The student body participates in all safety training. **See Crisis Management Manual for specific events and protocol.**

Professional and Ministerial Conduct

Lacordaire Academy adheres to the Archdiocesan guidelines for working with minors, and supports the policies and procedures contained in the documents on Protecting God’s Children, Teaching Touching Safety, and Bullying policies. Volunteers for clubs must also receive appropriate training.

Telephone/Cell Phone/Electronic Device Policy

Parents/guardians who wish to communicate with the school can call 973-744-1156. Students will not be summoned at the time of the call except in case of an emergency. Students will be given telephone messages during their lunch period and can return a call to a parent at that time.

Students may NOT use their cell phones/electronic devices during the academic day unless granted permission. This policy extends to all devices in anyway synced or wirelessly connected to a cell phone, including, but not limited to, Apple watches, Google watches, iPod Nanos, or any device with similar capabilities. They may not use their cell phones/electronic devices in the hallways or bathrooms. If a cell phone/electronic device is seen in the hallways/classroom/or bathroom, it will be confiscated. Cell phones/electronic devices should not be on a student's person and will be confiscated if the phone or device is visible. They must keep their cell phone or electronic device in their locker or backpack.

First offense to the cell phone/electronic device policy will result in the cell phone/electronic device being confiscated and held by the Homeroom Teacher. The student will serve a detention, and the electronic device will be returned to the student at the end of the school day. If a second offense occurs the cell phone/electronic device is confiscated and turned into the Homeroom Teacher, the student serves another detention, and the device will not be returned until a parent comes in to reclaim it. With a third offense the cell phone/electronic device is confiscated and a parent meeting is set up to discuss further disciplinary action. After the third offence the student must turn in her cell phone to the Homeroom Teacher by 8:00 AM every day and may pick it up after the school day is over. Failure to cooperate with the cell phone policy may result in serious disciplinary actions including a withdrawal of an invitation to return.

Expectations of Parent/Guardians

Parents/guardians and visiting friends/family members are asked to abide by Lacordaire Academy’s policies and norms. It is expected that one’s conduct would be in keeping with the mission and beliefs of the Lacordaire community, including one’s use of social media or public Internet comments between or about other Lacordaire parents. Behavior not consistent with the community norms and rules may cause a student’s dismissal or mandatory withdrawal.

Visitors

All visitors, parents and volunteers are asked to report to the school office to sign in and obtain a visitor's pass. We ask that no one goes to the classroom with homework or lunches as this is disruptive to our classes. The office will bring homework or forgotten lunches to the students directly. Permission from the office to go into any classroom is required. No parent should enter the classroom to speak with a teacher without a scheduled conference as it is disruptive to the classes and their morning routines

**** Violation** of any of these rules may result in a loss of access as well as other disciplinary action.

Dress Code

As part of the distinctive nature of Lacordaire Academy, attention is given to proper dress and attire. Students are to be in full dress code at all times.

There are two uniform dress codes. The summer uniform is worn from September to mid-October and May through June. The summer uniform for both boys and girls consists of white uniform short sleeved crew shirts, black shorts or a black Skort, black closed, flat shoes and white or black anklet socks, tights, or socks that go to mid-calf.

The girls' and boys' winter dress code is worn from October to mid-May (depending on weather). The Assistant Head of School will determine the specific date to switch to the summer dress code. The dress code for girls in grades Pre-K-4 consists of a plaid jumper, white long or short sleeve blouse, red cardigan sweater, black or white knee socks or tights, and black closed, flat shoes. The dress code for the Middle School girls is a plaid skirt, white V-neck blouse, black V-neck sweater with emblem, black or white knee socks or tights, and black closed, flat shoes.

The dress code for boys in grades Pre-K-4 consists of grey slacks (belted and worn at waist), red V-neck sweater or vest with emblem, black closed, flat shoes, white long or short sleeved shirt, uniform tie and dark socks. The uniform for the boys in the Middle School is the same except they wear black sweaters. The gym dress code for both boys and girls is a light gray sweatpants and sweatshirt, black shorts and a Lacordaire labeled red tee shirt. Gym socks are white.

- Only school regulation dress code shoes are worn. (i.e. black with tie or strap)
- Socks should be knee length and not worn over the knee.
- Blouses and shirts are worn tucked in.
- Students are advised that there are no trendy or eccentric haircuts or hair color. This includes but is not limited to, long hair for boys, Mohawks, patterns/designs shaved into hair, or dying hair for special sporting events.
- Girls cannot wear excessive or large width hair bands. They should be neutral colors and one inch or less in width. No bandannas or ornate bands allowed.
- Girls are not permitted to wear make-up, long nails, or dangling earrings, including hoops; they may wear studs only.
- Boys are not permitted to wear earrings.
- No piercings or tattoos are allowed.

Gently Used Uniform Exchange/Resale

Lacordaire does provide a gently used uniform exchange. Items are sold to Lacordaire parents or guardians at a substantially reduced price. Benefits or proceeds are used for operating costs of the school or may be designated for specific supplies or resources for Lacordaire as determined by need and the Head of School.

Handbook Policy and Publicity

Handbook Policy: Lacordaire Academy reserves the right to revise and/or add and delete material in the Student-Parent Handbook as needed any time during the school year. Notification of handbook revision will be sent home to parents in a timely manner.

Publicity: Lacordaire Academy reserves the right to photograph/record student activities on and off campus for use in marketing materials for Lacordaire Academy only. All rights to these images are held by Lacordaire Academy. Parents/Students waive any claim to ownership of or compensation of any kind for these images.

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