

Lacordaire Academy

Upper School



Parent & Student Handbook 2017-2018
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THE MISSION OF LACORDAIRE ACADEMY

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 that engages the entire Lacordaire community.

VISION STATEMENT

Lacordaire Academy will be recognized as a premier private school proudly rooted in a 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.

THE PHILOSOPHY OF LACORDAIRE ACADEMY

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 BELIEF STATEMENTS

We believe that...

- Our faith in God, rooted in our Catholic Dominican tradition, promotes social justice and community service through a strong, values-centered education.
- Understanding, appreciating, and respecting diversity are critical components to the development of a peaceful and vibrant society both locally and worldwide.
- 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.
- A challenging curriculum develops the critical thinking and problem solving skills necessary to make informed and ethical decisions.
- A school thrives as a result of the shared responsibility of the governing authority, teachers, parents, and students.
- Encouraging lifelong learning is essential for success in an increasingly complex and ever-changing world.
- Each member of the community possesses gifts and talents, and the diversity of these gifts is respected and cherished.
- Our dedicated faculty prepares students for life as independent thinkers, confident decision makers, and responsible leaders within a community.

HISTORY AND TRADITION

Since its foundation in 1920, Lacordaire Academy has pursued the highest ideals of Catholic education. The school was named for Pere Henri Lacordaire.

He was the fearless Dominican priest who brought the good news of Christ to post-revolutionary Paris. Because of his political and intellectual genius, he was chosen to be a member of the French parliament. His appeal to the intellectual elite of France during the Nineteenth Century is unprecedented in history. To live up to such a figure is indeed a challenge. And this challenge was embraced by the founders of Lacordaire. This description of the school appears in the annals of the community:

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

Though the methods, media, and technology have changed, the challenge of Pere Lacordaire remains: to learn amid Christian values and transmit them to the materialistic society in which we live.

PURPOSE AND USE OF THE HANDBOOK

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 and is a member of the New Jersey Independent Association of Private Schools.

THE QUALITY OF EDUCATION

Lacordaire Academy is governed by the Sisters of Saint Dominic of Caldwell, New Jersey. They are members of the Dominican Order, which has dedicated itself to the Ideals of Truth since the Thirteenth

Century. In the best traditions of the medieval universities, Dominican scholars have been taking part in every phase of intellectual pursuit for more than seven hundred years. A dedicated faculty, composed of both Sisters and lay teachers, provides a rigorous curriculum of studies to prepare the students to succeed in the college or university of their choice.

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 strives to maintain a diverse student body. Lacordaire Academy does not discriminate on the basis of race, color, gender, disability, national or ethnic origin in the administration of its admissions policies, educational policies, scholarship, athletic, or other school-administered programs. Lacordaire Academy maintains a zero-tolerance policy regarding any discriminatory behavior toward any student.

GRADUATION REQUIREMENTS

All students follow a college preparatory program. All requirements must be fulfilled or substituted with a course of equal value. **Students receiving failing grades in any required year long courses must complete 30 hours of summer instruction to pass. They must receive 15 hours summer instruction for semester courses. Failing grades for electives will be indicated on transcripts.**

Required:

- 4 years Religious Studies
- 4 years English
- 4 years Mathematics
- 3 years Foreign Language
- 3 years Science
- 3 years Health/Physical Education
- 2 years United States History
- 1 year World History
- 1 year Fine Arts
- 6 full year electives
- Project Justice Internship

FRESHMAN COURSE CURRICULUM

Required Year Long Courses:

Religion
World Literature/World Lit Honors
World History/World History Honors
French I or Spanish I
Algebra I/Algebra I Honors/Geometry Honors
Biology/Biology Honors
Health/ Physical Ed I/ Art I
Introduction to Computers
Introduction to Theatre
Latin
Guidance
Writing Workshop
Math Test Prep

SOPHOMORE COURSE CURRICULUM

Required Year Long Courses:

Religion
US History I/AP US History
British Literature/British Lit Honors
French II or Spanish II
Algebra II Honors/Geometry/Geometry Honors
Chemistry/Chemistry Honors
Physical Education/ Drivers Ed/ Guidance
PSAT Math Prep

Elective Courses:

Art II
Photography
Computer Graphics
Acting

JUNIOR COURSE CURRICULUM

Required Year Long Courses:

Religion
US History 2/Ancient Civilizations Honors
The Other in Literature/The Other in Lit Honors/AP English Language
French III or Spanish III
Algebra II Honors/Algebra II/Pre-Calculus Honors
Physics/Physics Honors
PSAT Math Prep
Physical Education/Health

Elective Courses:

Art III
Film
Constitutional Law
Economics
Introduction to Education
Online School for Girls Course (extra fee)

SENIOR COURSE CURRICULUM**Required Year Long Courses:**

Religion
The Other in Literature/The Other in Lit Honors/AP English Language
Pre-Calc/Pre-Calc Honors/AP Calculus/Statistics
Anatomy Honors/Genetics and Gastronomy
Guidance

Senior Elective Courses:

French IV or Spanish IV/AP French
Art IV
Creative Writing
Psychology
Constitutional Law
Economics
Introduction to Education
Online School for Girls course (extra fee)

*The Valedictorian and Salutatorian decisions may be affected by the number of AP, College, and Honors courses taken.

PLACEMENT IN ADVANCED CLASSES

The Academy uses standardized test scores, letters of recommendation/teacher referrals, grades from the prior year or in prerequisite classes, and/or placement tests designed specifically for placement in language, math, or English classes to determine a student's placement. Since there are no remedial classes in the Academy and classes are all on or above grade level, the goal of our advanced classes is to challenge those with the passion and skill set to succeed in a more rigorous curriculum. All students taking AP classes must pay for and take the AP Exam in May.

In order to take an honors/AP course the student must meet the following requirements:

- If the student is currently in the Honors Curriculum and has a B average, she will be eligible to continue in this curriculum for the next year.
- If the student is in the Honors Curriculum and would like to take an AP course, she will need her current year teacher's recommendation and a year-end grade of a 90% or higher in that subject's honors class.
- If the student is not in the Honors Curriculum, in order to move into an honors course, she must have the current teacher's recommendation and a year-end grade of 85% or higher in that subject's class.

- In order for a student to be considered for an AP course, the student must have one year in an honors class in that subject area and meet all other requirements listed above.

ADD/DROP POLICY

Students who want to switch into or out of a class must do so before the end of the first marking period. Students must have express permission from the Dean of Academics and their parent/guardian to do so. The Dean of Academics will consult with the Department Chair in that subject area and the Associate Head of School/Director of Guidance. All students must maintain enough credit and number of classes when switching classes. Only in special circumstances, such as illness or academic probation, can this policy be altered in order to give additional support and remediation as required.

*If a student has been placed in a course on a “provisional” basis to determine if she can achieve the required grades to stay in a higher level course, at the end of the first marking period, it will be at the discretion of the teacher and the Dean of Academics to determine if the student has achieved expected standards in order to remain in that course.

REPORT CARDS

Students receive report cards four times a year. Parents are advised to check days absent and days late in addition to academic progress.

PROGRESS REPORTS

Reports will be made available in the middle of every marking period to the parents and/or guardians of any student receiving a "C- " or below in any subject area.

EFFORT GRADES AND THE EFFORT HONOR ROLL

Effort grades and the Effort Honor Roll acknowledge those students who have put forth excellent effort. The effort grades range from 1-5 with 1=Excellent, 2=Good, 3=Satisfactory, 4=Needs improvement and 5=Unsatisfactory. This grade is based upon a number of factors that range from actual test results to class participation.

THE "L" PIN

The "L" Pin is awarded annually by the Head of School to a freshman, sophomore, junior and senior who demonstrate excellence in the following areas: academics, cooperation, character, school spirit, and service. A student may be awarded this only once during their time at Lacordaire Academy.

HONORS

First and Second Honors are announced quarterly. To achieve First Honors, a student must receive an average of 3.7 or above and no grade lower than a B. To receive Second Honors, a student must receive an average of at least 3.4 and have no grade lower than a B-. Students earning an F, D+, D, WF, or Incomplete in any course (s) are not eligible for the Honor Roll.

NATIONAL HONOR SOCIETY

Students may apply for acceptance into the National Honor Society in the first marking period of junior or senior year.

Requirements:

- 3.5 cumulative academic average and at least two honors courses taken per year starting in their sophomore year.
- Two letters of recommendation: one attesting to character and one attesting to leadership (no letters from family members are allowed)
- Proof of service: signed documentation of at least ten hours of service, five of which must have been performed at Lacordaire Academy.
- The student agrees to perform twenty hours of service yearly (ten at Lacordaire), if accepted into the National Honor Society.
- Active participation in clubs or sports from freshman year on. Students should be involved in one or more extracurricular activities throughout the entire year.
- No record of serious or repeated disciplinary problems, including but not limited to attendance and dress code infractions.

EXPLANATION OF GRADING

A+ 4.3 (97-100)

Is an honor grade not automatically given to a student who ranks highest in class but is reserved for accomplishment that is truly distinctive and decidedly outstanding.

A 4.0 (93-96)

Represents a high degree of attainment and is a grade that demands evidence of originality, independent work, an open and discriminating mind, completeness, and accuracy and effective use of knowledge.

A- 3.7 (90-92)

Represents a high degree of attainment and indication of originality, independence, intellectual discernment, with completeness and accuracy.

B+ 3.4 (87-89)

Is a grade that denotes excellent work. It represents a high degree of comprehension and an excellence in many aspects of the work such as initiative, industry, and originality. It is awarded to those students whose seriousness of purpose motivates them to develop a strong understanding of the subject matter.

B 3.0 (83-86)

Is a grade that denotes achievement above the acceptable standard. It is indicative of the student's ability to organize work, to comprehend and retain subject matter, and formally apply it to new problems.

B- 2.7 (80-82)

Represents a better than satisfactory degree of attainment. The work of an average student applying herself with more than average diligence.

C+ 2.4 (77-79)

Indicates a satisfactory degree of attainment and denotes an adequate comprehension of the subject matter. It is the grade that may be expected of a student of average ability who gives a reasonable amount of time and effort to her work in order to meet the requirements of the course. It also represents an ability to integrate the knowledge gained in other spheres of learning.

C 2.0 (74-76)

Is a grade that implies familiarity with the content of the course and evidence of improvement in the material of the course. It requires full participation in the work of the class as well as the responsibility

to complete assignments on schedule and to make up missed work because of absence.

C- 1.7 (71-73)

Denotes a nearly satisfactory achievement. More responsible effort or discipline is required.

D+ 1.4 (68-70)

Indicates below satisfactory achievement. It denotes that the subject matter has not been mastered completely and that improvement is needed.

D 1.0 (65-67)

Denotes a limited mastery of subject matter. It signifies work, which in quality or quantity falls below the academic standard. It is, however, of sufficient weight to be counted in the hours for graduation if balanced by satisfactory work in other courses.

F 0.0 (Below 65)

Indicates inadequate or unsatisfactory attainment. It signifies that the student has not understood the work or has made little effort to do so.

INC

Indicates incomplete work. If not removed within two weeks, it automatically becomes an "F."

*Honors courses receive .3 additional quality points and AP courses receive .4 additional quality points calculated into the student's GPA.

TUTORIAL PERIODS

Tutorial periods for extra help are scheduled daily from 12:28-12:53 pm and 12:53-1:16 pm but can also be scheduled before or after school depending on the availability of faculty and students. Students may voluntarily seek assistance or may be required to attend a tutorial session at the direction of the teacher. Tutorial assignments take precedence over ANY other activity occurring at that scheduled time.

Mandatory tutorials for Upper School: Students who have below a 73% average in any class on their Progress Report of their Report Card must attend a tutorial/study hall at least twice a week until the grade is raised. Students who fail to attend a mandatory tutorial will receive detention and may lose privileges/ability to play sports. The teacher will notify parents if the student is in danger of failing. Tutorials can be scheduled during or after school. If a grade is low because of poor homework habits or absence, faculty can work with the Academic Dean to develop an individual plan to assist the student.

RANK IN CLASS

Lacordaire Academy does not issue class rankings. If this information is essential for acceptance into college, an approximation can be obtained from the Director of Guidance.

ACADEMIC PROBATION POLICY

Students with 2 or more D's and/or 1 or more F's 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 upon receipt of the letter to meet with the Associate Head of School, the Dean of Academics and the teachers in whose subjects the student has poor grades.

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.

ACADEMIC DISMISSAL

The Administration reserves the right to discontinue the enrollment of any student who fails three or more courses in a marking period or whose cumulative average drops below 2.0. Students who receive academic probation notification for consistently low grades and/or failure to make up work in a timely manner could result in withdrawal of the student's invitation to return. Notice of academic dismissal can come from the Dean of Academics at any point during the school year.

EXAM EXEMPTIONS

Students with a 95% or higher average for the year as determined three weeks prior to the final exam do not need to sit for the exam. All students must take their midterm exams regardless of their grades. If taking AP classes, students must sit for AP exams regardless of grade.

FAILING GRADES

Students who receive a failing grade in any required yearlong subject must complete 30 hours of summer instruction from a certified teacher or recognized tutoring program and 15 hours for a one-semester course. Transcripts will indicate a failing grade and then will be modified to show a passing grade after completion of summer coursework. If a senior fails a subject, she may walk with her class, but she will not get her diploma until there is evidence that summer instruction was completed.

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 are necessary to the growth of the student.

A student is expected to complete her assignments on time and failure to do so may result in a negative impact on her grades. For each day that a student hands in an assignment or project past its due date, 10% will be taken off the grade. After the third day late, the student will only be eligible to receive a grade of 50 for the homework or project. After the fifth day late, the student will receive a 0 for the assignment.

TESTING POLICY AND PROJECT CALENDAR

Faculty will keep a test and project calendar so that no student has too many major tests or projects due at one time. No student will be given more than two tests or large projects due in a single day. In addition, no major quizzes should be given on the same day that the student already has two tests assigned. If the student believes this is occurring, she should report this to the Dean of Academics.

STANDARDIZED TESTING

The following tests are administered and/or registration materials are made available to all Lacordaire Academy students:

Freshman Year:	Preliminary Scholastic Aptitude Test (PSAT)
Sophomore Year	Preliminary Scholastic Aptitude Test (PSAT)
Junior Year:	PSAT/(National Merit Scholarship Qualifying
Senior Year:	Scholastic Aptitude Test (SAT)/ ACT
	SAT/ ACT and/or Subject Tests

ACADEMIC HONESTY

Academic honesty is essential to the teaching and learning at Lacordaire Academy. Lacordaire Academy assumes that when a student puts her name on a paper, a test, or homework, all the contents and expressions therein- except for passages given proper acknowledgement- represent the work of that individual student. Any student discovered to be cheating (the intent to deceive--to do another's work, to provide/gain answers, or to accept answers from a fellow student) on a test or examination or found to have plagiarized (using the words of another student, an author, a paper purchased or downloaded from the Internet, or from any other source without quotation marks and the proper citation) will receive a grade of zero for the test, paper or examination. The incident must be reported to the Dean of Academics and the Associate Head of School. A repeat offense will cause a student to appear before a Disciplinary Committee, resulting most likely in dismissal from school.

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 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 device 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 instructions 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.

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. The only time cell phones may be used is during the student's lunch period. During the lunch period, students may only use cell phones in the room where they are eating lunch. 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, backpack, or purse.

First offense to the cell phone/electronic device policy will result in the cell phone/electronic device being confiscated and held by the Dean of Students. 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 will be confiscated and turned into the Dean of Students, the student will serve 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 will be confiscated and a parent meeting will be set up to discuss further disciplinary action. After the third offence, the student must turn in her cell phone to the Dean of Students 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.

CODE OF CONDUCT

Student's Responsibilities:

Respect yourself and others.

Arrive to school and classes on time and ready to work.

Observe the dress code.

Maintain the neatness of the building.

Abide by the expectations, guidelines, rules and regulations established by the school.

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 interrupt 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 promoting the values we expect our students 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, 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 Dean of Students immediately.

DISCIPLINARY PROCEDURES

A spirit of Christ-like charity, respect for authority, and mutual cooperation is an essential element 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 accept their obligation to develop lifetime habits of self-control and concern for the well-being of others. Lacordaire Academy works with parents to help students learn and develop the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the Academy or to violate a policy or regulation must accept the consequences of those choices. Lacordaire Academy is a tobacco-free environment for students, faculty, and staff. The use of alcohol and/or drugs is forbidden at all times. Accountability for uncooperative, disruptive, or unsafe behavior may take any of the following forms: disciplinary committee hearings, punishment assignments, denial of privileges, detention, in-school suspension, suspension, or expulsion.

Actions both on and off campus that 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 Academy will not be tolerated. Such actions or other severe violations of Academy rules may result in immediate expulsion or require that a Disciplinary Committee be held. 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, parent or guardian, and student will be scheduled. All subsequent discipline, counseling, consultation, and corrective actions/plans will be viewed as positive home/school efforts to help the student improve behavior. If these cooperative efforts of parents/guardians and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the Academy.

NON-NEGOTIABLE EXPULSION

Theft, bullying, possession/use/distribution of alcohol, or any illegal substance/contraband on campus may result in immediate dismissal.

DETENTION

Detention will be supervised by the Dean of Students and other faculty. Upper and Middle school students will be combined in the same classroom. Detentions will be served on Tuesday and Thursday. Students assigned to detention will be expected to serve within 48 hours. Detention will take precedence over ANY extracurricular activity.

The faculty or staff assigning the detention must notify the student of the offence and consequence. Then they will notify the Dean of Students who will follow up with the student regarding when and where the detention is served. A record will be kept of student detentions; more than five detentions may result in a loss of privileges (see below).

Conduct during Detention:

No talking/sleeping

No food, drink, or electronic devices

Students must be in dress code

Students will not be allowed to leave the room

Students will not be allowed to do homework and may be asked to do tasks around the school, such as cleaning desks.

If a student receives five detentions, regardless of the infraction, the student will automatically be suspended from all afterschool activities for one week, parents will be notified by letter, and if deemed necessary, a meeting with the parents will be held.

If a student receives ten detentions, regardless of the infraction, parents will be notified by letter and a mandatory Disciplinary Meeting will be held. Disciplinary consequences could range from Saturday detentions, removal from honor roll or National Honor Society, suspension, expulsion, and/or withdrawal of an invitation to return the following year.

Detentions are assigned for offenses including, but not limited to, the following:

Unexcused tardiness
Excessive tardiness to school (excused or unexcused)
Excessively late to class
Failure to complete assignments
Behavior unbecoming of a Lacordaire student
Failure to attend an assigned tutorial period
Dress code violations

THE DISCIPLINARY COMMITTEE

The Disciplinary Committee serves as a guide for recommending disciplinary consequences to the Head of School and for providing students due process. The Disciplinary Committee provides a process for encouraging accountability, reflection, reparation, and change. The Dean of Students will determine which cases should go before the Disciplinary Committee. Serious disciplinary cases in which a student may be placed on probation, suspended, or dismissed will always go to the Disciplinary Committee. The committee is responsible for validating the infraction.

The committee will operate under the following guidelines:

1. The Dean of Students and the Associate Head of School will chair the Disciplinary Committee. The voting committee will be comprised of the Dean of Students and three other faculty members. The President of the Student Council will also be in attendance to offer a student perspective. In addition, the student's homeroom advisor will serve as the accused student's advocate.
2. The committee will meet at the Dean of Student's request to consider violations of the Academy's standards, the excessive accumulation of minor violations, violations of imposed punishments, and the failure to abide by the student code of conduct.
3. The committee will first review the charges, the student's written statement, and any relevant circumstances. The student involved may respond to them and be required to answer questions relevant to the situation. The committee may also ask to interview or speak to any other individual that they think may be able to speak to the allegations.
4. The second part of the meeting shall consist of the private deliberations of the committee (minus all students), who will forward their recommendation of a consequence to the Head of School, or his designee, along with the minutes of the meeting. Consequences can range from a verbal reprimand to dismissal. The Head of School always reserves the right to act independently of DC recommendations.

Students who receive a disciplinary consequence have 48 hours to appeal this verdict by written letter to the Head of School. At that time, the Head of School will consider such appeal and determine if the President of the Board of Trustees should be consulted.

ABSENCE FROM SCHOOL

Prompt, regular attendance is essential to academic success. Lacordaire Academy will work with the parent/guardian to foster these good habits in the student, both for the benefit of academic achievement and to encourage her mature adult behavior in the future.

To that end, the Main Office must be notified by the responsible parent/guardian in the event of an absence, not by the student. The call should be made to 973-744-1156 before 9:00 a.m. Please identify the name of the student, the name of the caller, and the reason for the absence.

If no call has been received by 9:00 a.m., the Lacordaire Academy Administrative Assistant will make a reasonable effort to reach the parent/guardian by telephone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

If a student arrives at school after 11:30 a.m., she is considered absent for the day.

Students absent from school for any reason may not participate in any extracurricular activity on the day of the absence, unless the absence was required for a school related activity or was previously approved by the Administration. Total absences and latenesses for the year will be recorded on the transcript. A large number of late arrivals and/or absences may reflect negatively on a permanent record. If a serious illness or hospitalization occurs, a notation of this will be made. A student who is absent without consent of their parent/guardian is considered to be truant.

EXCESSIVE ABSENCE

It is the responsibility of the parent/guardian to inform the school of long absences (beyond three days) to the Main Office. It is the student's responsibility to contact each individual teacher to make arrangements to obtain assignments that may be missed. Please realize that excessive absence is detrimental to the ability of the student to perform well in her studies.

FAMILY TRIPS

Family vacation trips should be scheduled during school vacation days. If a student must accompany her parents/guardians on a trip, notification should be given in advance by a written request to the Associate Head of School. It is the student's responsibility to contact each individual teacher to make arrangements to obtain assignments that may be missed. Please realize that excessive absence is detrimental to the ability of the student to perform well in her studies.

FIELD TRIPS/RETREATS

All field trips and retreats are considered part of the Academy's curriculum and are designed to enhance student social and spiritual development as well as to build community. 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. Failure to attend will result in a detention, and the only exception will be if the student has a medical doctor's note stating why she was unable to go on the trip.

It should also be noted that throughout the year, students will be driven by faculty and other parents to and from field trips, sporting events, and other school related activities.

LATENESS TO SCHOOL

The school day at Lacordaire Academy extends from 8:00 a.m. to 3:05 p.m. All students are expected to arrive on time each day. At 7:55 a.m., a bell will ring, warning students to report to homeroom. Each student is expected to be in homeroom at 8am, having already put her belongings in her locker, ready for the day in full uniform. At 8:00 a.m., the homeroom bell will ring. Any student who arrives after 8:00 a.m. will be considered late. **Mandatory detention will be awarded every time a student has accumulated three late arrivals to school.** Detention will take precedence over ANY extracurricular activity. Habitual lateness may result in a parent meeting or disciplinary action ranging from detention to an appearance before the Disciplinary Committee. For disciplinary purposes only, the number of times a student is late to school will default to zero (0) at the conclusion of each semester. The tardies will still appear accumulatively on a student's record, however, and appear on her transcript but will not accumulate from semester to semester for the purposes of discipline.

LATENESS TO CLASS

Lateness to class may result in a mandatory detention. Lateness in excess of 20 minutes will result in **mandatory detention and a notification to the parent.** Excessive lateness to class may also result in a disciplinary hearing.

APPOINTMENTS DURING SCHOOL HOURS

Students are requested to arrange medical and dental appointments, job interviews, etc. during after school hours, on Saturdays, or during vacation periods. However, if they must leave during school hours, a note from the parent/guardian stating the reason for a request for an early dismissal must be presented to the Main office before school. Before leaving school, the parent/guardian must come inside to record the student's name and her time of departure in the "Sign-Out" book in the Administrative Assistant's Office. Upon return, the student must sign back in with the Administrative Assistant and turn in a letter from the medical/dental doctor or from the person with whom she had the appointment. If she does not return the same day, she must turn in this note upon her return to school.

LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS

Students in grades 9-10 are required to remain on school grounds during the school day. Underclass students are not permitted to leave the property during either lunch or free periods. Seniors and juniors have the privilege of leaving school grounds during their free time, provided they have written permission from their parents/ guardians. When leaving campus for any reason, students must sign in and out indicating the exact time of departure and return to school. **No student can sign another in or out.** Forms are in the main office. Failure to sign in or out, or students signing any other student's name, will result in loss of privileges and may result in more serious consequences. Students may sign out for a maximum time of one hour only and must be present for morning homeroom and afternoon homeroom.

This will be strictly enforced by the Main Office.

If a junior or senior needs to leave campus due to a medical and/or dental appointment, job interview, etc. a note from the parent/guardian stating the reason for a request for an early dismissal must be presented to the Main office before school. Before leaving school, the student must record her name and her time of departure in the "Sign-Out" book in the Administrative Assistant's Office. Upon return, the student must sign back in with the Administrative Assistant and turn in a letter from the medical/dental doctor or from the person with whom she had the appointment. If she does not return the same day, she must turn in this note upon her return to school.

CANCELLATION OF SCHOOL

School cancellation announcements concerning inclement weather or other emergencies will be initiated by telephone calls from School Reach, Inc. Emergency closings will also be posted on the Lacordaire Academy Website (www.lacordaireacademy.com).

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:

9:00-9:13	Homeroom	11:38-12:26	Fifth Period
9:15-9:50	First Period	12:28-1:16	Sixth Period
9:52-10:22	Second Period	1:18-2:06	Seventh Period
10:24-10:59	Third Period	2:08-2:56	Eighth Period
11:01-11:36	Fourth Period		

TEN MINUTE BREAK

Students have an opportunity at 10:38 each day to go to their lockers and/or have a snack. Snacks may be eaten in the hallways, outside, or in the cafeteria but are not permitted in the classrooms. Finishing a snack cannot be used as an excuse to be late to class. Lateness to class will result in a detention.

DRESS CODE

Every day students must be in the formal dress code. Detentions will be given by the homeroom advisor if students are not in uniform by 8:00 am.

The uniform includes:

- Pleated plaid Flynn O'Hare uniform skirt or grey trouser-cut slacks (no jeans or tight fitting pants)
 - Black crew neck sweater for underclassmen and V-neck cardigan for seniors. Sweater must be worn for formal occasions. Black Lacordaire fleeces will be allowed during colder winter months.
 - Seniors must wear red tie.
 - Short or long sleeve white or gray uniform shirt. No visible shirts under the uniform blouse may be seen.
 - No leggings or sweatpants are permitted after 8:00 am.
 - Plain gray or black knee high socks or opaque tights without socks
- ** Students are expected to have clean clothing without tears or signs of wear at all times.

Appropriate school shoes include:

- Black solid suede or leather flat shoes must be worn; no sneakers, no high heels, no slippers, no canvas shoes, or moccasins may be worn.
- Boots, including Uggs, can be worn to and from school but **not** during school hours. A student is out of uniform if she is not in correct shoes by 8:00 am.

Any Academy Faculty/Staff Member can give detention to any student who is out of uniform between 8:00-3:05. Students with gym first period may come dressed accordingly.

*The complete school uniform with proper shoes will be worn for all religious and formal Academy activities.

CONDITION OF THE DRESS CODE

- Clothes must be clean, ironed, and free of stains
- Skirt zippers, hems, and blouse buttons should be kept in good repair.
- Skirts should be of an appropriate length-as a guide not more than two inches above/below the knee (not altered).
- If wearing socks rather than tights, socks must be pulled up to the knee.
- Shoes must be polished or in good repair. Torn or threadbare shoes are not acceptable.

GROOMING

Since no one hairstyle is appropriate for all, we ask that all students abide by the following code:

- Coloring must be of natural hair shade
- No visible body piercings, except earrings (no gauges or spikes)
- No hats, bandannas, head coverings, or ornate headbands are to be worn in school. Headbands should be worn the appropriate way- on the top of the head and not around the forehead. Headbands must be red, grey, white, or black in color.

WATER AND FOOD POLICY

Students may carry re-sealable bottles of water to their classes. Drinking policies are at the discretion of individual teachers. Water bottles are not to be opened in computer labs or the Harkness Room. Absolutely no other beverage or food may be carried to and from classes or be in the classroom.

TEXTBOOK LOAN

Textbooks on loan from the State of New Jersey are not the personal property of the student. If lost or damaged, these must be replaced at the student's expense. State books must be covered at all times.

LOCKERS

The homeroom advisor assigns a lock and combination to each student. Lockers are a privilege that may be revoked at any time. No student may change her locker without permission. Only locks issued by the school are to be used. Each student is responsible for the maintenance of her locker. If the locker is defaced or destroyed, a \$25.00 repair fee will be charged.

The school does not assume responsibility for lost articles. It is required that lockers be kept neat and clean at all times. Any difficulty with locks and/or lockers should be reported to the Main office.

LOST AND FOUND

Lost and Found items are located in the Administrative Assistant's Office. The school will assist a student in locating money or articles misplaced or lost. However, the school accepts no responsibility for the replacement of such articles or money.

GENERAL SEARCHES

Lacordaire Academy reserves the right to search book bags, desks, lockers, automobiles, and clothing pockets to preserve the character of the community and to ensure the health, safety, and welfare of each student. Searches must be approved by the Associate Head of School or designated representative.

DINING

All who use a space for eating must leave the space in good order. Students who fail to remove trash, clean the microwave, or abide by good orderliness will be prohibited from using the facility. Furthermore, those students found to be the cause of a "mess" will be responsible for cleaning the facility. **Students may not eat lunch in hallways or in classrooms without the permission of a teacher.**

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 drop off on the street in front of the school or to use the driveway for drop off or pick up, however, if using the driveway, parents 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. 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 forms can be filled out by the Administrative Assistant.

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.

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 noncustodial 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 Associate Head of School with the "custody section" of the divorce decree if it contains useful information for the school to fulfill its obligations.
- 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 may also be asked to receive appropriate training.

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. This applies to transcripts sent to colleges for the students. If a transcript must be given to a student or a parent/guardian, it will be stamped "unofficial."

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 community.

LACORDAIRE ACADEMY EXPECTATIONS OF PARENTS/GUARDIANS

Parents/guardians and visiting friend/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. Behavior not consistent with the community norms and rules may cause a student's dismissal or mandatory withdrawal.

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. However, if a parent is

volunteering at the school, he/she must check in at the front desk of either building to receive a visitor's pass. No parent, for the safety of the school and the students, will be allowed into the buildings or to roam the hallways without a visitor's pass.

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 she has satisfied her financial obligations. The student cannot take semester final exams, receive progress reports or report cards, have transcripts sent, participate in class trips and special events or participate in any graduation activities until all financial obligations have been met.

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. Payment plans are available. Non-payment of tuition in any given period may result in termination of the student's education until such payment is made. Checks returned for insufficient funds are subject to additional fees. A non-refundable deposit of \$500.00 toward the tuition for the next year is due upon re-registration beginning in March. A place in the class cannot be guaranteed unless the deposit is received. This will not be refunded under any circumstances.

Tuition refund: If a student leaves Lacordaire Academy for any reason during the academic year, students may not be entitled to a refund per the enrollment contract.

CRISIS INTERVENTION PROGRAM

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 additional events and protocol.

Fire Drill Instructions

Faculty members and students should acquaint themselves with the directions listed for each classroom. When the signal for a fire drill sounds, the teacher should bring the class roll and be sure the classroom doors are closed. Students are to leave the building quickly, quietly, and orderly.

Classes will exit as follows:

Students in Rooms 101, 102, 103, and 104 shall use the front door and proceed down Park Street to Lorraine Avenue and line-up/ assemble on the convent front lawn. Students in Rooms 207, 208, 209, the Language Lab, Computer Lab, Student Lounge and Cafeteria shall use the back door and proceed down Park Street to Lorraine Avenue and line-up/assemble on the convent front lawn. Students in the Auditorium, Music Room, Art Studio, Nurse's office, Guidance office, Student Resource Center, the Media Center, and the Chemistry Room shall proceed through the Auditorium and leave by the side

door proceeding down the sidewalk at the side of the Convent and line-up/assemble on the convent front lawn.

Lockdown Procedure

All school faculty, staff and administration will be educated about how to conduct the emergency lockdown procedure. Announcement will be made over the loud speakers to initiate the procedures. All individuals are to report to the closest room in a quiet and orderly fashion. All faculty, staff, and administration will close and lock the doors and windows (shades) of their classroom or office. All lights in the room will be turned off and each individual will sit against the wall, out of plain sight, furthest from any window. Everybody involved in the lockdown procedure will remain quiet and silent until otherwise notified through the loudspeaker.

ACCIDENT INSURANCE

Every student should be protected by some type of accident insurance. The Academy does not carry special insurance to cover student accidents other than normal liability during school and activities hour. This must be provided through family insurance.

HEALTH & 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 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 and then Health Office). If 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 school. By state law, no student will be permitted to attend school without documentation of immunizations from the student's physician.

ADMINISTRATION OF 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 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-pens, 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: lacordaireacademy.com (click on Student Life then Health Office) or <http://lacordaireacademy.com/health.html>.

CHEMICAL DEPENDENCY

Lacordaire Academy recognizes chemical dependency as a treatable illness. For purposes of this policy, chemical dependency is defined as an illness in which a student's consumption of mood-altering chemicals repeatedly interferes with her academic performance and/or adversely affects her health. Students who are so diagnosed shall receive the same consideration and opportunity for treatment that is extended to students with other types of illnesses.

The Head of School will implement this policy in such a manner that no student with chemical dependency will have her academic status jeopardized. If the student refuses to accept the diagnosis and treatment or fails to respond to treatment, it will be handled in the same manner as similar refusal or treatment failure would be handled for any other illness.

The purpose of this policy is to encourage recognition, early intervention, and subsequent support for the chemically dependent student.

STUDENT PREGNANCY

Any student who becomes pregnant is encouraged and permitted to participate in all aspects of the school program during and after the pregnancy, provided she has the written permission of her doctor. Should her health require that she not be in school, home tutoring is available through the public school system of the town in which she resides.

STUDENT SERVICES FACULTY/HOMEROOM ADVISOR

The advisor system is a method in which students are provided the opportunity to interact with a faculty member who serves as a mentor and confidant, as well as the primary liaison between the school and the student's parents/guardians. Parents are encouraged to contact the homeroom advisor should a situation need immediate attention.

GUIDANCE SERVICES AND LEARNING DIFFERENCES

The Guidance Office provides individual and group counseling on a short term basis, but does not provide any long term counseling and will refer students to outside resources as needed. The definition of confidentiality is "a professional's promise or contract to respect clients' privacy by not disclosing anything revealed during counseling, except under agreed upon conditions." However, as long as a student is under 18, the Family Educational Rights and Privacy Act (FERPA) states that parents control the privacy rights of their student. With that being said, school counseling is considered to be a regular educational service provided by the school, so legally a counselor can see a minor student without parental consent. Confidentiality will be kept, with the following exceptions, as required by law and/or ethical standards: harm to self or others, abuse or neglect, or court or other legal proceedings.

The Coordinator of Learning Differences oversees all students classified with learning disabilities. Although attempts will be made to accommodate a student's IEP, it must be understood that some accommodations may not be possible. If a family is concerned about their student having a learning disability or other health impairment that is affecting her learning, they should contact the Coordinator of Learning Differences through the Guidance Office.

ATHLETICS

We believe that it is important for students to participate in athletic activities at a level that is appropriate to individual abilities and interests. Athletics exist primarily as an essential part of each student's full education. Members of the Lacordaire Academy community (parents/players/visitors/faculty and staff) shall at all times represent themselves and their school/community with honor, proper conduct, and good sportsmanship. Healthy rivalries, based on mutual respect for opponents, are good, but disrespect for opponents is both unhealthy and unsportsmanlike. Any player ejected from any athletic contest will not play the next game. Lacordaire Academy reserves the right to "bench" a player for unsportsmanlike conduct; **grades, poor behavior, excessive absences or unexcused tardies may result in detentions** during both practices and games.

A physical examination, within 365 days prior to the first practice session, is required prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for students in grades 9-12. All athletic forms and instructions can be found on our website www.lacordaireacademy.com (click on Athletics, Upper School, Athletic Forms).

STUDENT GOVERNMENT

In their senior year, students may choose to run for a position on the student council as either President, Vice President, Secretary or Treasurer. Juniors may choose to run for the position of Junior Representative. In order to do so, they must meet the following requirements:

- To run for President or Vice President, the student must have served on the Student Government Executive Board during her time at Lacordaire as a junior. If both Junior Reps would like to run for President, the individual who does not win will become the Vice President. If neither Junior Rep wishes to run for President or Vice President, a senior who has served on the student government may run.
- In order to run for a position on the Executive Board, the student must have a cumulative 3.0 grade point average. Administration also reserves the right to review the student's disciplinary record to determine if any infractions should prevent her from running for a position.
- In order to serve on student council, the student must attend all regularly scheduled meetings and attend all events sponsored by the student government.

EXTRA-CURRICULAR ACTIVITIES

For a small school, Lacordaire Academy has a wide variety of extracurricular activities available. These offerings provide an opportunity for any student to develop her skills and expand her interests. In addition to the activities listed on our website, Lacordaire Academy encourages students to form their own clubs and activities. In order to do so, the student(s) must create a written explanation for the club they would like to set up. Additionally, a signature from the faculty/staff member who has agreed to serve as the advisor for the club and the names of at least four students who will serve as an executive board members are required. This information must be submitted to the Director of Guidance for consideration and possible approval. It is the expectation of every student that she be involved in at least one club or organization at the school.

LACORDAIRE ACADEMY HONOR CODE ACADEMIC INTEGRITY

Academic integrity is Lacordaire Academy's commitment to four fundamental values: honesty, respect, responsibility, and trust.

An honor code is a set of principles that reflects the ideals and obligations of an academic institution within its students, teachers and administration. Academic integrity is a commitment to being completely honest and responsible regarding all academic materials and interactions with the students, faculty and other members of the school community. It means supporting the tradition of academic excellence, involvement in the community, challenging the mind and providing the inspiration to empower all students to be productive and constructive contributors to society.

Through this commitment, students and faculty will maximize and achieve their fullest potential in the areas of academic excellence and growth of personal character. All members of the learning community will follow and uphold the provisions in the Lacordaire Academy Honor Code

A PHILOSOPHY OF INTEGRITY

Lacordaire Academy is an academic institution dedicated to growth through the pursuit of knowledge and excellence fostered by a capable and caring faculty who, through a rigorous curriculum, allow the student to embark on a personal journey spirited by a sincere, committed effort. Therefore, Lacordaire Academy recognizes the crucial role of personal integrity and character in all endeavors, whether personal or academic. Lacordaire's tradition of merit and distinction can continue only if all accomplishments occur within a climate of honesty, respect, responsibility, and trust.

At Lacordaire Academy, all work submitted must be guided by the Honor Code. The highest standards of honesty must apply to students' actions at Lacordaire. Any act of dishonesty reflects upon a student and affects the entire school community. A student's integrity is at stake whether she is the person who gives or receives the information; both are acts of dishonesty. Of the utmost concern is the fact that the student has been untrue to herself and has damaged one of her most precious possessions - her character.

THE PILLARS OF HONOR CODE:

The commitment to academic integrity rests upon four pillars: honesty, responsibility, respect and trust. What do these four pillars of honesty, respect, responsibility and trust mean to us at Lacordaire Academy?

Honesty: Exercising daily commitment to truthful thoughts and action and bringing honor to oneself by acting and speaking truthfully and sincerely

Respect: A commitment to be tolerant of others, their views, and values. It means having high regard for one's own well being as well as for that of others. It means showing a commitment to behaving respectfully, attending all classes on time, contributing to discussions, meeting academic deadlines and performing to the best of one's ability. Respect means extending thoughtfulness and understanding to others.

Responsibility: Commitment to duty, including assigned duties and those for which one volunteers. It is an obligation to the ownership of one's work, deeds, words and actions. It means showing personal accountability to do the right thing and taking action against wrongdoing, despite peer pressure, fear, loyalty or compassion.

Trust: Faith that others will act in a forthright manner. Trust includes being able to rely on the integrity, ability, and character of others and building a mutual relationship between students and faculty that enhances the learning environment.

STUDENT/FACULTY EXPECTATIONS

Honest excellence in education requires a partnership in learning with administrators, teachers, students, support staff and parents committed to daily interactions that reflect mutual respect and trust. Specifically in regard to the classroom, both teachers and students have responsibilities in the following areas:

PREPARATION FOR CLASS:

Teachers will:

- Foster a classroom that allows for open communication, dialogue, and discussions among all present.
- Be precise about expectations regarding student requirements for classroom work.

Students will:

- Bring all necessary materials to class.
- Come to class with homework assignments prepared.
- Make sure they understand teacher's expectations for upcoming classes. Ask questions about anything they do not fully understand.

- Be actively involved as they prepare assignments for class. Formulate questions they might have about the material.

DURING CLASS TIME:

Teachers will:

- Begin class promptly.
- Answer questions to the best of their abilities and honestly acknowledge when they do not have the answers. When these cases arise, they will investigate answers and provide responses for students in a timely fashion.
- Encourage honest, open, and fair classroom discussion, being respectful of differing views.
- Periodically check with collaborative groups, where applicable, to ensure that each is functioning effectively. The teacher will make recommendations, offer advice and or redirect the group if necessary.

Students will:

- Be in class on time.
- Make good use of class time by being focused on the lesson, avoiding side conversations.
- Be respectful of the teacher and fellow students.
- Take responsibility for carrying out her particular assignment in a collaborative situation, where applicable.

DURING EXAMS PERIODS:

Teachers will:

- Be available to help students prepare effectively.
- Develop exam questions that will be meaningful test of the course content.
- Create an atmosphere conducive to fair and honest test taking.
- Carefully monitor the exam to prevent cheating.
- Give due and careful consideration to student answers when evaluating them and assigning grades.
- Address issues of dishonesty, should they arise.

Students will:

- Come prepared and put forth their best efforts.
- Read and follow directions carefully.
- Rely on their own preparation as they take the test and make an honest effort.
- Accept responsibility for what they do and do not know.

ASSIGNMENTS:

Teachers will:

- Develop fair assignments with expectations delineated.
- Clearly specify when collaboration with other students is permitted on an assignment. If collaboration has not been specified as permissible, the assignment must be the student's individual honest efforts.
- Devise meaningful assignments that enhance and further the work done in the classroom.
- Give due and careful consideration to the students work when evaluating it and assigning a grade.
- Address issues of dishonesty, should they arise.

Students will:

- Be good time managers; be realistic about the workload and plan ahead.
- Read and follow directions carefully.
- Seek only appropriate help from others.
- Give full and proper credit to sources.

Tips to Abide by Honor Code:

- Seek the advice and wisdom of your parents, guidance counselor and teachers when establishing academic goals.
- Set reasonable academic goals. Write them down and review them periodically. Make adjustments when appropriate.
- Plan and develop an academic schedule that will challenge you without imposing unreasonable demands on your time, interest and academic ability.
- Balance academic and extracurricular goals.
- Take readable notes. Review and correct them after class.
- Rewriting notes reinforces what you learned from the lesson.