

# Lacordaire Academy

Upper School



## Parent & Student Handbook 2015-2016

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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 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.

## **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 local 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 life-long learning is essential for success in an . 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.

## **THE PHILOSOPHY OF LACORDAIRE ACADEMY**

We broadly define the educational experience as one that encompasses academics, arts, spiritual values, social service, and athletics. We emphasize skills as well as content so that students are prepared for the challenges of an evolving world. We believe that the relationships between teacher and student, and a student with other students, are paramount for the basis of a meaningful education. We commit to a diverse community and a small school size that encourage a sense of family.

### **PHILOSOPHY- UPPER SCHOOL**

As a small, Catholic, private college preparatory school for young women, Lacordaire encourages each student to recognize her individual gifts, and to develop them creatively within an environment which acknowledges every aspect of her being.

The Academy is an extension of the home and a contributor along with the Church and civil authority in the educational formation of the student. As such, it recognizes the need to aid the individual in formulating a sense of personal responsibility, social awareness, and enduring values with which she shapes her present and future life.

Each student is assisted by a dedicated faculty and staff in the development of critical thinking. In addition, aesthetic values are encouraged through cultural experiences within the school and community. An openness to continuing self-evaluation and change is encouraged so that the student may become an articulate, contributing member of the human family.

The education at Lacordaire Academy leads the student in a pursuit of truth through an integrated curriculum consistent with college demands, the needs of the students, and the challenges of an evolving society.

### **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.

### **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, 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 materialist society in which we live.

## GRADUATION REQUIREMENTS

All students follow a college preparatory program. All requirements must be fulfilled or substituted with a course of equal value.

### Required:

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

## FRESHMAN COURSE CURRICULUM

### Required Year Long Courses:

Religion  
World Literature ,World Lit Honors  
World History  
French I or Spanish I  
Algebra I, Geometry honors  
Biology/Biology Honors  
Health/ Physical Ed I  
Art I

### Required Semester Long Courses:

Introduction to Theatre  
Guidance  
Personal Economics  
Writing Seminar  
Life Skill s  
Math Skills/PSAT Prep after school 1 hour/week

## SOPHOMORE COURSE CURRICULUM

### Required Year Long Courses:

Religion  
Introduction to Latin  
US History I, AP US History  
British Literature/British Lit Honors  
French II or Spanish II  
Algebra II Honors/Geometry  
Chemistry/Chemistry Honors  
Physical Education II/ Drivers Ed  
Guidance

### Elective Courses:

Art II  
AP Study- US History  
Study Hall  
Photography

**\*Students requesting to take college courses or advance placement in sophomore, junior or senior year must maintain a 3.0 cumulative average in honors classes and be recommended to take the course by their current teacher in that subject area. All students taking AP classes must pay for and take the AP Exam in May.**

## JUNIOR COURSE CURRICULUM

### Required Year Long Courses:

Great Books/Great Books Honors  
AP Language and Composition  
Religion  
Physics /Physics Honors  
Algebra II or Pre Calculus Honors  
French III or Spanish III  
Algebra II/ Algebra II Honors  
US History II/ Ancient Civilizations: Then and Now Honors  
Physical Education III/Health  
Guidance

### Elective Courses:

Film  
Art III  
Creative Writing  
On line courses for a fee  
Psychology (CC)  
Economics

## SENIOR COURSE CURRICULUM

### Required Year Long Courses:

Religion  
Great Books/Great Books Honors  
AP Language and Composition  
Project Justice Internship  
Health/Physical Education IV  
Guidance  
French or Spanish IV

### Elective Courses:

Art IV  
Pre-Calculus  
AP Statistics or Calculus AB  
Physics  
Yearbook  
Psychology  
Creative Writing  
Film  
On line courses for a fee  
Molecular Gastronomy  
Genetics  
Constitutional Law (CC)  
Human Anatomy/Physiology (CC)  
Introduction to Psychology (CC)  
Introduction to Education

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

**\*Students requesting to take college courses or advance placement in sophomore, junior or senior year must maintain a 3.0 cumulative average in honors classes and be recommended to take the course by their current teacher in that subject area. All students taking AP classes must pay for and take the AP Exam in May.**

## 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.

**Waiver for Placement:** It is possible for parents to request a particular class even if the student does not qualify based on the recommendation of teachers and/or test scores. The parent must meet with the Assistant Head of School and teacher of the class that the student would like to take and sign a waiver acknowledging that the Academy suggests different placement than is requested and that Academy reserves the right to remove the student if the grade is failing at the close of the first marking period.

### **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 Assistant Head of School and parent/guardian to do so. The Assistant Head of School will consult with the Upper School Coordinator, the advisor and/or mentor of the student and the 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.

### **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 sent in the middle of every marking period to the parents and/or guardians of any student receiving a "C-" or below in any subject or whose performance indicates a noticeable grade difference.

### **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.

## **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) or on a midterm or final exam are not eligible for the Honor Roll.

## **NATIONAL HONORS 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 throughout the entire year.
- No record of serious or repeated disciplinary problems, including but not limited to attendance and dress code infractions.

## **STUDENT GOVERNMENT:**

In their senior year, students may choose to run for a position on the student council. In order to do so, they must meet the following requirements:

- To run for President, you must have served on Student Government during your time at Lacordaire as a representative.
- In order to serve on student council, you must be able to attend student government meetings twice a week during tutorial periods and must also help and attend all events sponsored by the student government.
- In order to run for a position, you must have a 3.0 grade point average and not have had any major disciplinary infractions.

- In addition, while serving on the executive board, you will not be allowed to serve on the executive board of any other club or organization due to the time commitment that is required to be on student government.

## **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 of knowledge, as well as an effective use of that 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 calculated into the student's GPA if taken.

### **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 at Report Card times must attend tutorial/study hall at least twice a week until the grade is raised. Students who fail to attend mandatory tutorial will receive detention and may lose privileges and/or ability to play sports; parents will be notified by the teacher whose class they are in danger of failing. An unexcused absence from a tutorial session directed by the teacher will be treated as an unexcused class absence. Tutorials can be scheduled during or after school. If grade is low because of poor homework habits or absence, faculty can work with Assistant Head of School to develop an individual plan to assist student(s).

**Mandatory PSAT Prep Class After School:** Freshman must meet from 3:00-4:00 one day a week on any Monday through Thursday for math PSAT help. This is a mandatory requirement. After six weeks Freshman may place out of the class by taking a placement test. PSAT Math is also available to anyone in grades 10-12. Failure to attend the hour a week will result in removal from athletics and clubs and may result in detention.

## **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 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 Asst. Head of School, Director of Guidance, and the faculty advisor. At that meeting it will be recommended that they meet with the teachers as well.
- 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, disruptive behavior and/or poor attendance and failure to make up work in a timely manner could result in disciplinary action ranging from detention to withdraw of the student's invitation to return. Notice of Academic Probation can come from the Assistant Head of School at any point during the school year.

## **FAILING GRADES**

Student who receive failing grades in any core subject must take 30 hours of summer instruction from a certified teacher or recognized tutoring program. Transcripts will indicate failing grade and then will be modified to show completion of summer course work. If a senior fails a subject, she may walk with her class but she will not get her diploma until there is evidence of that summer instruction was completed.

## **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 Scholastic Aptitude Test / ACT
Senior Year:	Scholastic Aptitude Test / ACT and 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, is plagiarism), will receive a grade of "0" for the test, paper or examination. The incident must be reported to the Head of School. A repeat offense will cause a student to appear before a Disciplinary Committee, with the most likely result being dismissal from school.

## **CODE OF CONDUCT**

Student's Responsibilities:

1. Respect yourself and others.
2. Arrive to school and classes on time and ready to work.
3. Dress according to dress code.
4. Maintain the neatness of the building.
5. Abide by the expectations, guidelines, rules and regulations established by the school.

## **COMPUTER TECHNOLOGY USE**

The Academy has two computer labs, over 30 Chromebooks and 20 iPads for student use Pre K to 12<sup>th</sup> grade. Students are expected to sign out technology or if they are participating in the 1:1 computing program to act responsibly with their own device. Students are expected to always conduct themselves with honesty and integrity both at school and at home while using technology. Failure to do so will result in a loss of privileges.

### **One to One Computing Program**

Lacordaire Academy offers an one-to-one (1:1) computing program which permits students in grades 7 and 8 to bring in their own Chromebook and students in grades 9 to 12 to bring in their own laptop or tablet for use during the school day. Since this is the first year of the program, we as educators will want to develop specific policy based on what we have learned over the course of the year; in that sense, the program should be viewed as a pilot program. It is imperative to note that one's decision to bring in a device is completely optional and not required this academic year 2015-16. Additionally, Chromebooks will be available to teachers during the day for classroom use. Students will no longer be able to take out a Chromebook for individual use, but teachers will be able to provide Chromebooks for any class they would like students to use them. The Academy's iPads and mini iPad's will be reserved for classroom use as well.

The decision to allow only Chromebooks in grades 7 and 8 was based on the following reasoning: 1) Chromebooks have only Google Chrome which supports the Academy's use of Google Apps for Education; 2) they do not have apps or capability to send texts so they provide

less opportunity for distraction, 3) they are durable and carry a charge for long periods of time; 4) our students are already acquainted with Chromebooks in an academic setting so the learning curve will not be as steep. Since students in Upper School are more likely to have already purchased a laptop or tablet for their school use, we gave them more flexibility in choice.

The 1:1 computing program supports both the Academy's effort in Science, Technology, Engineering, and Math (S.T.E.M.) and its commitment to prepare our students for subsequent educational and career needs. The following policy was designed for all students participating in the 1:1 computing program and failure to adhere to the written policy could result in a loss of privileges or exclusion from the program.

### **Policy for Lacordaire Academy's 1:1 Computing Program**

- Only students in grades 7-12 may participate and use the Academy's Wi-Fi and Internet for personal use during school.
- Students in grades 7-8 are ONLY allowed to bring Chromebooks although the brand does not matter. Upper School students may bring in laptops or tablets but cell phones are NOT permitted in class and are not considered part of the 1:1 Computing Program.
- Teachers of grades 7-12 have the express right to tell students to put away devices for any and all of their classes. The program is intended to support the curriculum and is not required for all classes. Teachers may use discretion 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 receive detention and/or may not be allowed to continue in the 1:1 program.
- Lacordaire Academy has no liability whatsoever to the maintenance, care or protection of a student's Chromebook, laptop or tablet. If a device is lost, stolen or damaged, it is the student's sole responsibility to replace the item or to stop participation in the 1:1 program.
- If a Lacordaire Academy Chromebook or tablet is loaned during the day, students are held responsible for its care and safe return at the end of each class.
- 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 computing 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**

Parents/guardians who wish to communicate with the school can call 973-744 -1156. Students will not be summoned to answer calls nor will telephone messages be delivered to them except in the case of an emergency.

## CELL PHONE POLICY

**Cell phones may not be on a student's person during school hours** (ie. 8:00 am to 3:05pm). Students may carry them in their purse or bookbag but they must be off. Parents can reach students through the main desk at (973) 746-1156. Students can text or call a parent with permission from a faculty member and/or guidance counselor. This policy will be strictly enforced and infractions will result in a loss of privileges and/or disciplinary consequences.

Students may NOT use their cell phones/electronic devices during the academic day, unless granted permission. Cell phones should not be on a student's person and will be confiscated if the phone is visible. First Offense results in the cell phone/electronic device will be confiscated and held by the Dean of Students. The student will serve a detention, and the phone will be returned to the student at the end of the school day. If a second offense occurs the phone is confiscated and turned into the Dean of Students, and the student serves detention. The device is not returned until a parent comes in to reclaim it. With a third offense the cell phone is confiscated, the student serves detention 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 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.

**HARASSMENT, INTIMIDATION, AND BULLYING (HIB)** Lacordaire Academy prohibits acts of harassment, intimidation, or bullying including cyber bullying that effects 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.

## DISCIPLINARY PROCEDURES

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 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 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 Academy will not be tolerated.** Such actions or other severe violations of Academy rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation, or safety, a conference between the Head of School/Asst. 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. Detentions will be served on Monday and Thursday. Students assigned to detention will be expected to serve within 48 hours. Detention will take precedence over ANY extracurricular activity. Students must serve after school detention within 48 hours of notice. Students must go home after serving the detention; they will not be allowed to participate in any after school activities.

The faculty or staff assigning the detention must notify the student of the offence and consequence. Then they notify the Dean of Students, and the Dean of Students will follow up with the student regarding when and where the detention is served. A record will be kept of student detentions; more than three detentions will result in a loss of privileges and/or disciplinary consequences. It is up to the advisor or the person assigning a detention to let students know that they have detention for tardiness or dress code violations.

#### **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 three detentions (regardless of the infraction) they will automatically lose walking privileges and use of senior lounge (if applicable) for one week. Students will also be suspended of all after school activities for one week. Parents will be notified by letter, and if deemed necessary a Disciplinary Meeting will be held.

If a student receives six detentions (regardless of the infraction), she will be given a Saturday detention on the sixth time. She will also lose walking privileges and use of senior lounge (if applicable) for two weeks. That student will also be suspended from all after school activities, field trips or special events for two weeks. Parents will be notified by letter, and if deemed necessary, a Disciplinary Meeting will be held.

If a student receives ten detentions (regardless of the infraction) students will be subject to the aforementioned Saturday detentions and loss of privileges. At this point, 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 withdraw of an invitation to return the following year.

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

- Unexcused late
- Excessive lateness to school (excused or unexcused)
- Excessively late to class
- Failure to turn in an excuse note for an absence 48 hours after that absence
- Failure to complete assignments
- Behavior unbecoming of a Lacordaire student
- Failure to attend an assigned tutorial period
- Dress code violations

## **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 leaves school or arrives at school after 11:30 a.m., she is considered absent for half a 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 absence and lateness for the year will be recorded on the transcript. A large number of lates 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/guardian on a trip, notification should be given in advance by a written request to the 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 drop in a student's final grade.

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. At 8:00 a.m., the homeroom bell will ring. Any student who arrives later than 8:00 a.m. without a parent/guardian call or note will be considered late unexcused. **Mandatory Detention will be awarded for three unexcused lateness and excessive excused lateness.** Detention will take precedent over ANY extracurricular activity. If a student is "late unexcused" four times, it will be treated as one day of absence. Habitual lateness may result in a parent meeting or disciplinary action ranging from detention to an appearance before the Disciplinary Committee.

## **LATENESS TO CLASS**

Lateness to class will be reflected in the student's grade. Lateness in excess of 20 minutes will be considered an unexcused absence/ cutting class. **This will also result in a mandatory detention.** Four unexcused lateness will equal 1 unexcused absence. Missed work must be made up, but will receive no credit.

## **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. Serious disciplinary cases in which a student may be placed on probation, suspended, or dismissed will be referred to the Disciplinary Committee. The committee is responsible for validating the infraction. Further, those cases where a serious infraction is validated, the committee will recommend a consequence to the Head of School. Consequences can range from a verbal reprimand to dismissal.

The committee will operate under the following guidelines:

1. The Dean of Students and the Assistant Head of School will chair the Disciplinary Committee. The voting committee will be comprised of the Dean of Students, Assistant Head of School, two other faculty members and the President of the Student Council (non-voting). In addition, the student's homeroom advisor will serve as the accused student's advocate.
2. The committee will meet at the Head of School's request to consider violations of the Academy's standards, excessive accumulation of minor violations, violations of imposed punishments, and failure to meet responsibilities while on probation.
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), which will forward its recommendations to the Head of School, or his designee, along with the minutes of the meeting. The Head of School always reserves the right to act independently of DC recommendations.

## **DRESS CODE**

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

- Pleated skirt; grey slacks
- Black crew neck sweater for underclassmen and Cardigan for seniors. (Sweater must be worn for formal occasions and Seniors must wear cardigan sweater with red tie.) Black uniform fleeces will be allowed during inclement weather.
- Short sleeve uniform blouse is a white polo. No visible shirts under the blouse may be worn under it.
- Long sleeve white shirt.
- No leggings or leg-warmers are permitted after 8:00 am.

\*\* Students are expected to have clean clothing without tears or signs of wear at all times.

**Appropriate school shoes include:**

- Black solid color flat shoes must be worn; no sneakers, no high heels, no slippers, no cloth 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.
- Plain gray or black socks or tights without socks
- No patterns or lace textured socks or stockings. No leggings.
- No sneakers, sleep pants, sweat pants or sweatshirts are to be worn during the academic day.  
\*The complete school uniform with shoes will be worn for all religious and formal Academy activities.

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

**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).
- 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 shaved or spike hair is permitted
- No visible body piercings (except proper earrings)
- 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 should not be more than 1” thick and should not be loud or fluorescent colors.
- Very light lipstick, eye shadow, and blush may be worn. Earrings, for safety's sake, may not be larger than the size of a quarter. (No gauges or spikes).

**APPOINTMENTS DURING SCHOOL HOURS**

Students are requested to arrange medical and dental appointments, job interviews, etc. for after school hours, on Saturdays, or during vacation periods. 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 will record the student's name and the time of departure in the "Sign-Out" book in the Administrative Assistant's Office.

## **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 or return to school. **No student can sign another in or out. Parents picking up a student early must also provide a signature.** Forms are in the main office. Failure to sign in or out, or student 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. This will be strictly enforced by the Main Office.

## **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.

## **CANCELLATION OF SCHOOL**

School cancellation announcements concerning inclement weather or other emergency will be initiated by telephone calls from School Reach, Inc. Emergency closings will also be posted on the Lacordaire Academy Website ([www.lacordaire.net](http://www.lacordaire.net)).

**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

## **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 hall ways, outside or in the cafeteria. Snacks and beverages are not permitted in the classrooms nor can finishing a snack be used as an excuse to be late to class. Tardiness to class results in an afterschool detention.

## **WATER POLICY**

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

## **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 moderator 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, clean, and locked 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 Head of School or designated representative.

## **CAFETERIA**

All who use it must leave the cafeteria in good order. Students who fail to remove trash, clean the microwave, or abide by good orderliness will be prohibited from using the facility. Further, those students found to be the cause of a "mess" will be responsible for cleaning the facility. **Food and beverages are not to be consumed in other parts of the building.**

## **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 an academic counselor and confidant, as well as the primary liaison between the school and the student's parents/guardians. Parents are encouraged to contact the advisor should a situation need immediate attention. At the beginning of each advising relationship, the advisor will contact a student's parent or guardian and establish the most effective means of communication.

The advisor is the homeroom teacher and will see your daughter daily. Additionally, there are additional times to meet with advisors built into the schedule as well.

### **GUIDANCE SERVICES**

The Guidance Office provides individual and group counseling, standardized academic testing, preparation of transcripts, college recommendations, distribution of appropriate materials regarding college financial aid and scholarship opportunities, and career counseling. The office also oversees the advisor program, intersession, and assemblies.

In addition, the Director of Guidance 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.

### **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."



## **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 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-- <http://www.lacordaire.net> (**click on Student Life 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 physician documentation of immunizations from the student's physician.

## **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.

## **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-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.lacordaire.net](http://www.lacordaire.net) (click on Student Life then Health Office).

## **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 written permission of her doctor. Should her health require that she not be in school, home tutoring is available through the public system of the town in which she resides.

## **SUSPECTED CHILD ABUSE OR NEGLECT**

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

## **FIRE DRILL INSTRUCTIONS**

Faculty members 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, 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.

## **LOCK DOWN 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.

## **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, behavior, unexcused absences or unexcused tardies that 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 participate 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.lacordaire.net](http://www.lacordaire.net) click on Athletics, Upper School, Athletic Forms).

### **EXTRA-CURRICULAR ACTIVITIES**

For a small school, Lacordaire Academy has a wide variety of extra-curricular activities available. These offerings provide an opportunity for any student to develop her skills and expand her interests. In addition to the activities listed below, Lacordaire Academy encourages students to form their own clubs and activities. The following activities are offered:

<b>Leadership Opportunities</b>	<b>Literary Activities</b>
Dominican Preachers National Honor Society Student Council Student Ambassadors	Checkerboard (Newspaper) Veritas (Yearbook) Zephyr (Literary Magazine) Writer's Corner
<b>Athletics</b>	<b>Clubs/Activities</b>
Basketball Soccer Softball Tennis Volleyball Yoga (club)	Mission Club One Acts Spring Musical Environmental Club Mock Trial/Debate Black History Club Costume Design CSI

In addition to the existing activities and clubs, 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.

### **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.

## 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 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.

**Tuition refund:** If a student leaves Lacordaire Academy for any reason during the academic year, student may not be entitled to a refund per the enrollment contract. A non-refundable deposit of \$500.00 toward the tuition for the next year is due upon re-registration beginning in March.

## 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 reflect 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 in the conclusion of 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 with a climate of honesty, respect, responsibility and trust.

## **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 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.

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.

## **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:**

In order for the teacher and student to be actively involved in a worthwhile classroom experience,

#### **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 to 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 delineate
- 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 work load 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.
- Rewrite notes reinforces what you learned from the lesson.



## **AMENDMENTS TO THE HANDBOOK**

This Handbook is subject to change at any time when determined necessary by the Academy's administration. If changes are made to the Handbook, students, parents and/or guardians will be notified in an appropriate manner.

## **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, health and cooperative community.

**Addendum added in 2015-16:** Lacordaire Acdaemy 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 Acdaemy. Parents/Students waive any claim to ownership of or compensation of any kind for these images.”