



CARDINAL LACROIX
ACADEMY
A St. Anthony of Padua Parish School

Student/Parent Handbook

*Among all things that are lovable,
there is one that is more lovable than the rest,
and that most lovable of all things is life.
-St Anthony of Padua*

Manchester, New Hampshire 03103

603-622-0414

www.CLANH.ORG

CARDINAL LACROIX ACADEMY

Mission Statement

We are a Christ-centered school rooted in Catholic faith, tradition and Gospel values. We are committed to encouraging each person's relationship with God through Jesus Christ. We are dedicated to educating each child both intellectually and spiritually; challenging all students to develop their God-given gifts.

Guiding Principles:

- FAITH ~ We are here to foster each child's relationship with God through Jesus Christ, to practice the Catholic faith, and to witness the Gospel through word and example.
- EDUCATION ~ We are dedicated to offering the best possible work and learning environment; we value excellence in the pursuit of all aspects of school life and we believe each individual has unique gifts and talents needing to be discovered and developed.
- CARE ~ We are committed to providing a joyful, loving environment and strive to protect and keep our students safe.
- ACCEPTANCE ~ We appreciate the diversity of all peoples and promote a commitment to care, service, respect and compassion within our school community and society in general.
- COMMUNITY ~ We value a strong sense of community and encourage full involvement of parents, students, staff, and parish in the life of the school.

Vision:

Inspired by the Holy Spirit and guided by the Gospel values and teachings of the Catholic Church we aspire to:

- ~ present an unwavering commitment to a strong and consistent Catholic Identity
- ~enrich and deepen each student's relationship with God through prayer, Eucharist, and the sacraments
- ~ provide for the unique needs and abilities of all students by recognizing diverse learning styles and varied teaching methods
- ~respond to the challenge for continuous improvements through research, ongoing professional development, implementation of best practices, and embracing the needs of our students as 21st Century learners
- ~remain committed to supporting diversity and promoting the belief that each person is a child of God, deserves respect, and the opportunity to a Catholic Education

School Background

Cardinal Lacroix Academy a parish elementary school, Pre-Kindergarten through Sixth Grade, located in the southeastern corner of Manchester, New Hampshire. The school operates under the auspices of the Roman Catholic Bishop of Manchester and offers an ethnically and demographically diverse educational environment. The staff and students collaborate within a school culture that is rooted in Catholic faith and traditions and strong academic pursuits. Faith formation, values, and morals are at the core of the educational experience offered. State-certified teachers provide the students with a strong classic curriculum in a safe and wholesome learning environment. Families are welcomed from all of Manchester and the surrounding communities. Parents are invited to volunteer and to take an active role in the school community and their child's educational process.

SCHOOL OBJECTIVES

The faith oriented and educational objectives of Cardinal Lacroix Academy strive to:

- develop in our students a sensitivity to the needs of others enabling them to live meaningful lives that will be consistent with the gospel values of peace, justice, and love. They are further prepared to live faith-filled lives by being taught that life is sacred, that all individuals must be accepted for who they are, that each person must be respectful and considerate of others, and that maintaining a daily prayer life is central to one's faith.
- assist our students to become self-motivated and conscious of their individual talents as they are guided in their acquisition of the basic learning skills of reading, written and oral communication, problem solving, and mathematical, scientific, and critical thinking.
- provide each student with the confidence and convictions necessary to develop individual creativity in thinking and reasoning, artistic abilities, and the willingness to act according to sound Christian values.

RESPECT STATEMENT

Cardinal Lacroix Academy values diversity, places great value on respect for others and is a place where all students and staff have a right to a non-threatening, non-intimidating school environment. Students who choose to engage in disrespectful and/or inappropriate behavior also choose the consequences of their behavior, up to and including suspension or expulsion from school. Please help us by discussing the importance of respectful, appropriate behavior with your child.

Further, we have developed a set of expectations for students' behavior in the classroom. The purpose of these expectations is to see that every Cardinal Lacroix Academy student benefits to the extent possible from the classroom instructional program. These include attention to instruction, listening to the speaker whether it be the teacher or another student, and active engagement in learning. Finally, it is our expectation that every member of faculty or staff has responsibility for monitoring the behavior of all students.

NON-DISCRIMINATORY POLICY

Cardinal Lacroix Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

APPEAL TO THE SUPERINTENDENT

A party aggrieved by a decision of a principal of a diocesan, regional, or parish Catholic school may appeal the decision to the Superintendent if the aggrieved party believes that the decision has violated diocesan or school policy or procedures. This process is not intended for the resolution of conflicts of interest or for the resolution of grievances which result due to a prudential disagreement with the judgment, policy, or decision of the principal. This process likewise is not intended for the resolution of conflicts of personality or the daily problems which often arise among people and which must properly be resolved by them.

The aggrieved party must first attempt to resolve the matter directly with the principal. In a parish school, if the matter is not resolved after discussion with the principal, the aggrieved party may contact the pastor to resolve the matter. If unable to reach resolution, the aggrieved party of a parish, regional, or diocesan school may submit in writing to the Superintendent a description of the issue and the diocesan or school policy or procedure alleged to have been violated. The decision of the Superintendent is final.

WEBSITE www.clanh.org

Check for calendars, forms, newsletters, information regarding coming events, teachers' email listing, sports information and more.

FACTS RENWEB

Cardinal Lacroix Academy utilizes FACTS RenWeb School Management System. RenWeb School Management System provides Catholic schools across the country provide the essential tools that enable teachers and administrators to deliver outstanding Catholic education, and students and parents to monitor and engage in the educational process, supporting all in strong daily witness to their Catholic faith. Grades and important announcements about school can be found using this portal. This state-of-the-art system provides an online portal for parents to retrieve and receive important announcements, download documents, and to review grades (grades 1 - 6) and assignments. Parents will be provided instructions containing our school code and your personal username and password. The RenWeb student management system includes customized school report cards, as well as automated reports, including the official NCEA report, state reports and customized diocesan reports.

TOPIC LISTING

Section 1 GENERAL INFORMATION

Asbestos Management	7
Food Service Program	7
School Day Schedule	7

Section 2 GUIDELINES and POLICIES

Admission	8
After Care Program	8
Attendance	9
Cell Phones and Electronic Devices	10
Communication	10-11
Confidentiality	11
Custody Issues	11
Emergency Information	11
Fundraising	11
Finance Policies	11-13
Health Issues	13-14
Inclement Weather	14-15
Parking Lot and School Traffic	15-16
School Security	16-17
Student and School Identities	17
Transfers/Withdrawals	17
Transportation (Busing)	18
Visitors	18
Volunteers	18

Section 3 ACADEMIC LIFE

Books	19
Curriculum	19
Field Trips	19
Homework	19-20
Honor Roll	20
Library	20
Lost & Found	20
Parent/Teacher Conferences	20
Report Cards / Grading	20-21
Retention	22
Special Education Services	22
Technology Use Policy	22-23
Tutoring Policy	23

Section 4 STUDENT LIFE

Behavior and Discipline	24
Bullying Statement	25
Consequences of Inappropriate Activity	25
Food and Drinks	25
Personal Property	26
Recess	26
Sports	26
Uniform and Dress Code	27-28

Section 1 - GENERAL INFORMATION

ASBESTOS MANAGEMENT

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Act (AHERA, Public Law 99-519). The law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos Containing Materials in School Rules (40 CFR Part 763 Subpart E). This rule requires all public and private schools to inspect the friable and non-friable asbestos, developing asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely fashion.

In accordance with the above rule, we are officially notifying you that the inspection of our school by an accredited inspector takes place on a regular basis, and an accredited Management Inspector has developed a management plan. This plan is available for public inspection during school hours in the office of the principal as well as at the Diocesan School Department. The school is complying fully with the requirements of the above-cited rule. Should you have any questions, please do not hesitate to contact the principal.

FOOD SERVICE PROGRAM

The Food Service Department offers a nutritious and balanced hot lunch program for our staff and students. Each lunch includes milk and offers generous servings based on nutritional guidelines. (see Lunch Accounts, page 12)

SCHOOL DAY SCHEDULE

- 7:15 Morning drop off – Cafeteria (from schoolyard)
- 7:30 Community Center entrances locked. Students are marked tardy if not in their seats
- 7:45 Morning prayer and announcements
- 9:00 Snack (PK - Grade 3)
- 9:15 Morning Recess (PK – Grade 3) / Snack (Gr. 4 - 6)
- 11:00 First Lunch (PK – Grade 3) / Recess (Grades 4 -6)
- 11:25 Second Lunch (Grades 4 -6) / Recess (PK – Grade 3)
- 2:05 Homeroom

- 2:15 Afternoon prayer and announcements
- Dismissal – Bus, Car, & ASP
- 5:30 After School Program closes

Section 2 - GUIDELINES AND POLICIES

ADMISSION

As a Roman Catholic Parochial School, Cardinal Lacroix Academy exists primarily to serve families deeply committed to their faith, especially families belonging to St. Anthony of Padua Parish and surrounding parishes in the region. We are a school community that is proud of its Catholic tradition and identity.

Re-registration for all returning students is held in January. The non-refundable registration fee is \$175.00 per student and is paid at the time of registering a child for the new school year. Returning students are given the first opportunity to enroll for the following school year, as well as their siblings. All financial accounts must be current in order to process returning student registration forms for the next school year. Limited funds are granted each year in the form of financial aid to families who otherwise would have difficulty meeting their full tuition obligations (see p. 11). Registrations of new families are accepted for any grade until that grade's quota is met. Students may only be excluded if Cardinal Lacroix Academy cannot meet their educational needs.

Cardinal Lacroix Academy follows the entrance requirements of the State of New Hampshire regarding age, inoculations, and physicals. For new students, a copy of the child's birth certificate, baptismal record (if applicable), immunization record and a record of the child's physical examination by a physician are necessary. When a student registers from another school, a copy of the student's records will be requested from the previous school.

All new students are accepted on a thirty-day probationary period. If false information is given on an application or if information about a candidate that would impact a student's academic performance is omitted, parents may be asked to withdraw the child.

AFTER SCHOOL PROGRAM

1. The **After School Program (ASP)** is offered from dismissal until 5:30 pm to accommodate working families and those parents who may occasionally have need of a safe and reliable environment for their child. Children have after school snack time and outside recess time. Older students have quiet study or homework time while the younger students are engaged in age appropriate activities. When students finish their homework, they may play board games or return outside for supervised playtime.
2. **Participation** in the Program requires registration and a signed payment agreement. Accounts must remain current in order to continue participation in these programs. If payment is more than 2 weeks overdue, your child(ren) may be restricted from further attendance.

3. **After School Program (ASP)** Parents picking up children should report to the cafeteria to sign children out. Students will only be released to adults listed on the ASP registration form for pick-up.
4. **Please note:** all policies and rules for the school day apply to students in the ASP. Parents will be provided with an ASP Parent Handbook outlining expectations and must sign an acknowledgement of receipt. Although much of the time is less structured, the expectations for behavior remain the same. Likewise, students should be dressed in uniform clothes, or may bring a change of clothes that would be acceptable for dress-down days. Children may not bring toys from home.
5. **ASP Cancellation:** If weather conditions become hazardous during the school day, our after school program cancellation/early dismissal message will be sent via e-mail, carried on the radio and TV stations, as well as posted on our school website and Facebook Parent Group.

ATTENDANCE

Regular attendance is very important to a child's success in school. Absenteeism can have a direct bearing on academic success and a student's sense of responsibility.

1. Absence: When a student is not in class for any reason, that student is considered absent. Any student who is absent from school may not participate in or attend any extracurricular activity after school (i.e. sports events, club activities, etc.)

2. Early Dismissal: If a student must be dismissed early, a note should be sent in with the child or email sent to the school office. The reason for early dismissal should be clearly stated and should be limited to illness or family emergencies. No child will be called out of class before the parent arrives for pick up. In all cases, the parent must come to the school office to sign out the child. If someone other than the parent is picking up the child, this should be stated on the note or email. Picture identification will be required if the individual is not known to the staff. Due to bus and car traffic at the end of the school day, early dismissal may not be requested for a time after 2:00 pm.

Once dismissed at the end of the school day, a student may not return to the classroom to retrieve forgotten items without permission from the principal or a designee. This is intended to foster life long organizational skills and personal responsibility from the earliest ages.

3. Excessive Absenteeism: Frequent absences can place a student in academic jeopardy. A student who has missed school for several days becomes the concern of his/her teachers and of the administration. In such cases, we will communicate with the parent to determine the status of the student. An accrual of twenty (20) or more absences in a school year may result in retention.

4. Family Vacations: School vacations are scheduled to allow students to avail themselves of recreational and educational opportunities. The school strongly discourages alternative vacation periods for students. Classroom instruction, discussion, media presentations, hands-on activities and special classroom or school-wide events cannot be made up by paper assignments alone. When parents choose to create alternative vacation times, they must assume full responsibility for their child's missed instruction and should not expect teachers to prepare work in advance. Upon return to school, all work missed must be made up in a timely fashion to receive credit.

5. Missed Academic Work: It is the student's responsibility (or, parent's in the case of primary students) to request missed work when returning to school after an absence. All missed work must be made up to avoid an incomplete grade for the academic trimester.

6. Professional Appointments: Except for emergencies, medical and dental appointments should be scheduled outside of school time. When this is not possible, the student must request missed work upon returning to school.

7. Reporting Procedures: If a student is going to be absent or tardy, a parent should notify the school by 7:45 am. If the school is not notified, a call will be made to the home to confirm the child's absence. Each absence from school requires a note or email from the parent or guardian. The note should contain the student's name, class, date of absence, reason for being absent, and the parent/guardian signature. The note should be given to the homeroom teacher.

8. Tardiness: Punctuality is a sign of respect for others and a positive trait that we must cultivate in our students. When a student arrives after morning exercises have begun, it is very disruptive for the entire class. There are circumstances beyond anyone's control that result in tardiness (i.e. late buses, traffic congestion, weather, etc.) and a student will not be marked tardy when these occur. Excessive tardiness will be called to the attention of the administration for warranted consequences. Students are considered tardy if not in their seats by the beginning of morning exercises at 7:30 am.

CELL PHONES AND ELECTRONIC DEVICES

The cell phone has become a tool of convenience and is available to many of our students. It is understood that a student may need a cell phone for after school transportation issues or change of plans. While the school office is open (until 3:00 pm or later on most days), a student must use the office phone when a call needs to be made. Under no circumstances is a student allowed to use a cell phone during the school day. Cell phones must be turned off at all times and kept in a student's backpack or school bag. Cameras and other electronic devices are not allowed in school except when approved for an educational project. Any violation of these policies will result in the cell phone or electronic device being confiscated. In such cases, only a parent can retrieve the confiscated item. The School cannot be held responsible for personal items.

COMMUNICATION

Effective and frequent communication between the home and school is vital to your child's educational process. You are urged to avail yourself of communication sources that are in place to help you be fully informed of school happenings.

1. School & Family Communication

Electronic Communications – Newsletters and announcements are sent via email. Be sure the school office has your most up-to-date contact information.

School Website - The school website has been constructed as a source of information and communication for the entire school community. It contains timely information, the school calendar, monthly activity calendars, lunch menus, etc. Various forms are posted for your convenience. You should make it a habit to check these communication sources regularly.

2. Parent & Teacher Communication

Good parent/teacher communication is an important part of fostering an educational climate that is conducive to your child's academic success. Specific communication procedures vary at different grade levels but certain communication policies apply throughout the school.

- All communication should be conducted in a mutually respectful manner.

- Teachers may be reached by calling the school office and leaving a message, sending an email or a note. Please be aware that teachers are not free during the day to respond immediately to email or phone calls.
- Teachers should not be interrupted while on duty or during drop-off and pick-up times. It is very distracting to try to speak with a parent while maintaining a proper level of supervision. The teacher's most important responsibility while on duty is the safety of the children.
- Teachers and parents should make contact whenever a misunderstanding or problem rises. Parents are always encouraged to contact a teacher if they have concerns or are confused about some matter regarding their child. If the parent and/or teacher are not satisfied with the results of the conference, the issue should be brought to the attention of the administration.
- A teacher should not be called on their personal cell phones or at home.
- Email to teachers should never be used for dismissal changes or questions needing a quick response.

CONFIDENTIALITY

Students' and parents' names, addresses, and phone numbers will not be released to anyone unless an authorization is received in writing by the school. Confidentiality of all teachers' personal information will also be strictly maintained.

CUSTODY ISSUES

If there are issues regarding child custody, we are required to keep copies of any legal paperwork in the main office. Cardinal Lacroix Academy abides by NH State law on these issues. If we have no paperwork to indicate otherwise, then we will assume that either parent may act on the child's behalf on all school concerns.

EMERGENCY INFORMATION

Emergency Information and Health Information must be completed by the first day of school. In the event that a child becomes ill, it is imperative that school personnel be able to reach a parent/guardian. The school office must be notified of any changes so that emergency information can be kept current throughout the school year. When circumstances arise which may pose a danger to students and faculty (i.e. severe weather, heat failure, flooding, etc.), the school reserves the right to dismiss the student body. Notification of parents will be attempted via phone and public means. The Superintendent of Manchester Schools determines the need for emergency dismissals unless the emergency is specific to Cardinal Lacroix Academy.

FUNDRAISING

Cardinal Lacroix Academy raises a portion of its operating income through fundraising. The true cost of educating a child is greater than the annual tuition cost set each year. It is expected that each family will participate and actively support our school wide fundraising efforts to help the school achieve the annual goal.

FINANCE POLICIES

1. Diocesan Support ("Parish Subsidy")

The Catholic School Support Policy of the Diocese of Manchester recognizes that Catholic schools are an important ministry of the Church. In order to help support this ministry, the diocese assesses a portion of each parish's income and uses these funds to help finance a Catholic education for Catholic families who meet the following criteria:

- Registration in a New Hampshire parish or mission

- Contributor of record in a New Hampshire parish or mission
- Active participation in the life of a New Hampshire parish or mission

During the month of January, the school sends a list of currently supported families to each pastor. The pastor determines if these families still meet the criteria to remain on the list. New applicants for parish support, must have obtain their pastor's signature and parish seal on a Supported Student Form and return this form to the school by March 15th. It is important for families receiving tuition support that they continue to maintain active participation in their parishes. Cardinal Lacroix Academy has no role in determining whether a family is supported or non-supported. It is the family's responsibility to maintain a good relationship with the pastor so that he will recognize the family as one that meets the criteria of being a registered, active and contributing parish family.

2. Tuition

As a tuition-based institution, Cardinal Lacroix Academy depends on the timely payment of tuition and fees in order to meet its financial obligations when due.

- Student tuition rates and fees are set annually by the principal and School Advisory Board and must be approved by the Diocesan Finance and Catholic Schools Offices before being published.
- Tuition is payable in ten (10) monthly payments beginning in July and ending with the April payment of each school year. Exceptions to this time-line are made at the discretion of the principal. The web-based FACTS Tuition Management service handles the monthly collection of tuition. Monthly payments made directly to the school are not an option.
- Families experiencing difficulty in making tuition payments are advised to contact the Principal immediately. Every effort will be made to work out a mutually satisfactory arrangement.
- All financial obligations must be settled by the final day of the school year.
- Parents may be referred to the Diocesan Finance office for delinquent accounts.

3. Financial Aid

While financial aid is awarded on a needs basis, each family should generally expect to pay a minimum of 50% of the total tuition.

- To determine financial need, a FACTS Grant & Aid Assessment is required to conduct financial analysis. Financial aid applications must be completed each year.
- No application for financial aid can be considered unless the applicant has completed the registration process for the school year of application.
- Applications must be completed in full and must include a current tax form 1040/1040A.
- All information submitted is maintained in a confidential file.
- The school is solely responsible for determining the final aid award.
- Families receiving financial aid are encouraged to volunteer their time to help the school community and are expected to remain current with their portion of the financial obligations (tuition, fees, incurred expenses). Failure to do so may jeopardize future awards.

4. Tuition Management Program

In addition to Financial Aid for qualifying families, Cardinal Lacroix Academy offers the following

- **Tuition discount incentives:** Pay in full and obtain a discount of \$100.00 if received before due date. Pay in 2 payments and obtain a discount of \$50.00 with each if received before due dates.

Families receiving financial aid are not eligible for early payment discounts.

- **Referral Credits:** The most effective means of bringing new families to Cardinal Lacroix Academy is the personal contacts and testimonies by our present families. A parent responsible for recruiting a new family to Cardinal Lacroix Academy, can earn a discount on their child's tuition. A \$150.00 credit per referred family will be applied to the referring family's current year tuition obligation as long as the student(s) referred is still enrolled. Referring family must be listed on referred student's registration form or a written notice must be provided by referred family.

5. Lunch Accounts

Celebrations Catering provides our school with nutritious and affordable hot lunches. Daily lunch regularly features a main course and vegetable or fruit. Milk, juice, or water may be ordered for lunch and/or snack time. Hot lunch and drinks are ordered monthly, in advance through the FACTS Family Portal. Orders are placed during a designated window of time and cannot be ordered after the announced due date. If a student comes to school without a lunch and has not ordered one in advance, an alternate lunch may be supplied and the parents will be charged.

6. Fees and Incurred Expenses

In addition to tuition, families may incur other fees and expenses. These vary from family to family and include extra-curricular activities, field trips or any other school sponsored activities with related fees or expenses.

HEALTH ISSUES

The good health and safety of the students is a primary concern. Health records are maintained in accordance with regulations set forth by the State of New Hampshire Department of Health and Human Services. This Department periodically inspects the student medical records to verify that we are in compliance with state regulations.

1. Illness

One of most common dilemmas is determining when to keep your child home from school. Sick children should not be in school for their own well-being and the well-being of others. Please consider keeping your child at home when they exhibit symptoms that will prevent them from participating in school, such as:

- Productive coughing, sneezing,
- Headache, ear ache, body aches
- Sore throat - minor ones are usually not a problem, but a severe one could indicate strep even without fever. Other symptoms of strep may include headache or stomach ache.

Children must remain out of school in the event of:

- Chicken Pox: for 1 week after rash first appears or until vesicles have dried
- Conjunctivitis (Pink Eye): Bacterial - 24 hours after taking first dose of treatment; Viral - after symptoms have cleared
- Fever: must be less than 100° F for 24 hours without the use of fever reducing medication
- Mononucleosis: MD recommendation
- Lice: once adequate treatment is complete and no nits or lice are present
- Ringworm: until treatment is started
- Streptococcal and Staphylococcal Diseases: 24 hours after first dose of treatment
- Vomiting/Diarrhea: 24 hours without symptoms

The school must be notified of allergies or medical problems. The school should be notified if a student develops a new medical condition during the school year or if a child is ill with a communicable disease. If your child has a contagious disease, please contact the school office so we

can be alert to the signs and symptoms in other students. Parents should call the school principal if they have any questions about policies or procedures or if they need special accommodations for their child.

2. **Illness or Accident During School**

When ill or injured during the school day, a student is to notify the classroom teacher or the teacher on duty. With teacher permission, the student is to report to the school office for evaluation. If it is deemed necessary for the child to go home, a parent or emergency contact will be called. Parents should make every effort to pick up their child as quickly as possible.

- Parents will be notified of any injury to the head.
- Minor foreign bodies in the eye will be washed with isotonic eyewash. If that treatment is ineffective, parents will be notified.
- All cuts will be washed with soap and water. Ointment will only be used if the cut is considered deep or dirty and we have permission on file.
- In the event a student is required to use adaptive mobility equipment (crutches, foot brace, “boots”, etc.) that limits the child’s use of stairs, a note from the physician is required.
- Any student who is unable to participate in gym class for more than one week must have a written directive from a physician. When a student is to be excused from a single gym period, a parent must send a written note.
- **Please keep emergency numbers current and provide available alternative contacts.**

3. **Medication** When possible, a medical regime should be scheduled at home so that the child will not require medication during school hours. **Prescription medications** dispensed at school must be according to the provision of RSA 541-A, which reads as follows: *“Any pupil who is required to take, during the school day, a medication prescribed by a licensed physician, shall be assisted by the school nurse or another member of the school staff, so designated by the principal.”* **Medical Release Forms** (available from the school office) must be signed by both the prescribing physician and the parent and include the name of the drug, the dosage, and the time of day the medication is to be taken. Medication must be submitted in their original containers.

The school provides some O.T.C. treatments (such as antibiotic ointment and hydrocortisone cream) to students with a signed form on file. **In order to administer any other over-the-counter Medications** (i.e. Tylenol, Motrin, cough syrups, etc.) and we must have a completed release form signed by the parent/guardian that includes detailed, clear instructions (dosage, times, etc.). O.T.C medications must be sent to school in their original containers.

4. **Physicals & Immunization:**

Please be sure to submit the most current physical and immunization record at the beginning of the school year. Also submit any medications your child is taking. This information helps us identify any issues that are emergent (i.e. side effects, allergic reactions, etc.) while at school.

5. **Personal Hygiene**

Basic personal hygiene (i.e. routine showering, hair shampooing, nail cleaning and clipping) is expected of all students. As students mature, deodorant should be used as needed, especially on Physical Education days. Perfume, cologne, body sprays and scented lotions are not permitted.

6. **Nutrition**

Time is allocated each day for you child to have a snack. We strive to model good nutritional health

habits and ask for your support by providing your child with healthy foods.

INCLEMENT WEATHER

Cardinal Lacroix Academy follows the Manchester School District, in regards to most “snow days”; when the Manchester public schools are closed, Cardinal Lacroix Academy is generally also closed. To learn of a school cancellation or delay, one should watch for a RenWeb parent alert, listen to the Manchester radio (WZID, 95.7 FM) or TV (WMUR, channel 9) stations. Closings and delays are also listed on the web sites for WZID and WMUR.

1. Parental Discretion

Parents make the final determination as to whether a child should attend school on an inclement day. Unless the Manchester School Superintendent has cancelled school for the day, it is always a parent’s decision whether or not to send a child to school during inclement weather or when a major storm is predicted to begin during the school day.

2. Two-Hour Delay

In consideration of the safety of our staff, when the Manchester School Superintendent calls a two-hour delay there is no early drop-off adult supervision available. Starting at 9:00 am students are to be dropped off utilizing the Community Center door. On these days, students are considered tardy at 9:30 AM.

3. Mid-Day Storms

Parents should be alert to weather predictions of daytime storms and, on days when there is the possibility of inclement weather, parents should frequently check the weather and the Manchester School District Website for reports of early dismissal. Parents are asked to check the school website/portal for early dismissal and not to call the school office.

Parents may pick up their children at any time during a storm. We request that the school office not be called in advance. Office personnel will page students when parents arrive. No child will be allowed to go home with another adult unless there is parental authorization. Cardinal Lacroix Academy has no control over the Manchester buses. If they are sent to the school early, bus students will be dismissed accordingly. During a storm, the ASP will close at 4:00 PM. Parents of students normally in the program will be called.

PARKING LOT and SCHOOL TRAFFIC (Arrival and dismissal)

Safety officers from the city of Manchester assisted the school in the development of the following safe and efficient traffic pattern to accommodate buses, car line drop off/pick up, and student walkers. Parent compliance is essential in maintaining the safe arrival and dismissal of all students.

MORNING ARRIVAL

Buses drop off students on Belmont Street and students enter through the main entrance. Children will be directed to the cafeteria or schoolyard for supervision if arrival is before 7:30.

Cars must enter St. Anthony Church parking lot from Harvard Street then stop on Silver Street to drop off children. Do not allow your child to disembark in any other part of this moving traffic area. Students should be ready to disembark when the vehicle stops. Parents must remain with vehicle at all times. **Do not pass around a vehicle that is stopped in the drop off zone. Stay in the line of traffic until you leave the school grounds.**

Doors open at 7:15 am and close at 7:30. After 7:30, students are considered tardy and parents must

sign their child(ren) in at the main office using the Belmont St. entrance.

AFTERNOON DISMISSAL 2:15 PM

Walkers

If older students are to be allowed to walk unsupervised, written permission should be sent to the office.

Buses

All bus students exit through the main entrance on Belmont Street to board busses.

Cars - All Grades

Enter church parking lot from Harvard Street, drive toward schoolyard to make a u-turn. Children will be dismissed from building or courtyard. Cars must display family name on windshield to assist teachers in a speedy dismissal.

Please depart with children as soon as they are buckled up. In order to keep the line moving and insure the safety of the children, we ask that you promptly leave. Should you need extra time for buckling seat belts, please pull your car over to the side (out of line) then return to line to depart the schoolyard.

Any parent that chooses not to drive in the pick-up line, may park on side streets or the church parking lot ONLY. Proceed to pick-up area to retrieve your child. No child will be allowed to walk unescorted to a parked vehicle. Do not park in front of school on either side of Belmont Street.

Please DO NOT turn right on Belmont St. while buses are loading.

SCHOOL SECURITY

All school entrances are kept locked during the school day. Anyone wishing to gain admittance at any time must do so at the main entrance. Upon entering the school, everyone must sign in at the school office. Once in the building, parents are not allowed to detour to their child's homeroom for any reason. If a message or item needs to be delivered, school personnel will fulfill the task.

There are times when an entrance may be monitored by a staff member for a specific reason (i.e. community center doors at drop off time in morning) and should not be used by visitors to gain entry into the school.

Students are never allowed in hallways and classrooms before or after school unless a staff member has specifically granted them permission. Students who are attending an after-school activity or sports practice/event are not allowed in any part of the building except the gym or activity room. These precautions are taken to maintain the safety of our students and to provide for the accountability of persons within the building at all times.

Emergency Drills

In case of an emergency during school hours, it is imperative that staff and students know how to respond. In order to ensure a state of preparedness, practice drills are held throughout the year in compliance with state and local laws and guidelines. Emergency exit routes are posted in every classroom and a EOP (Emergency Operation Plan) is in place. Emergency drills are held under the supervision of the administration and unannounced fire drills are carried out in the presence and at the direction of the Manchester Fire Department.

The following guidelines will prevail for all emergency drills:

- Everyone in the building (including visitors & volunteers) must take part in the drill. All must remain silent and attentive to directives.

- Teachers and staff must be familiar with and adhere to Emergency & Crisis Plan procedures.
- An emergency drill is not ended until an Administrator gives a signal. Only then may normal activity be resumed.

Parent Guide to Emergency Procedures

If an emergency situation were to occur in the area, or specifically at Cardinal Lacroix Academy, local safety officials would quickly take over and would direct whatever actions had to be taken to respond to the uniqueness of the situation. In such an event, it would be important for parents to follow the guidelines listed below so that they could be safely reunited with their children. Parents are reminded that complete and up-to-date information on student's emergency card is crucial.

- Parents should remain calm and they should not call the school.
- The same radio and television stations used for reporting school closings during inclement weather would carry news of the event and would offer directives for parents.
- In the event of an evacuation, parents will be told where to pick up their children. It is important to bring a picture ID and to follow directions of local officials.
- In the event of a lockdown or sheltering in place, parents will not be allowed to pick up their children until the incident is resolved. In such an emergency, nobody will be allowed to enter or leave the building. Faculty and staff will do everything possible to keep students safe and comfortable.
- Once the emergency situation has been terminated or brought under control, safety officials will direct the reunion of parents and students. A picture ID may be needed.
- In any emergency event, local safety officials will be in charge and the administration will follow their directives.

STUDENT & SCHOOL IDENTITIES

The school reserves the right to use pictures and videos of students while involved in school life unless a parent notifies the school in writing that permission is not given for such use. The use of student pictures would involve the school website, Facebook page, school publications, and publicity or reporting of school related events. Student names would be withheld unless a parent gives express permission in each instance. No individual may post any school event information or pictures on the Internet without the express permission of the administration (i.e. phone photos, videos, etc.). The school name, logo, seal or any other identifying item may not be used on clothing, sportswear, promotional items, or any advertising without permission of the school administration.

TRANSFER & WITHDRAWAL

The parent should make notice of a student's withdrawal to the Principal in writing no later than 2 weeks in advance. This will enable the teacher to secure grades and the finance office to settle accounts. Records will be sent upon written request from the new school.

TRANSPORTATION (BUSING)

Students in Grade 1 through Grade 6 living in Manchester beyond the established walking limits of the school area are eligible for free bus transportation. The Manchester Transit Authority (MTA) coordinates with the Manchester City School District and the Principal in arranging for student bus transportation. If you have any questions regarding the bus, please call the school office. All changes to Manchester bus service between home and school must be initiated in the school, so please do not call the school district or the MTA to make changes. Riding a school bus is a privilege. Respect for the bus

driver and proper behavior are expected at all times. Serious misconduct may result in suspension or exclusion from the bus.

Bus Behavior Code:

- Food and drink are not permitted
- Remain seated at all times
- Talk at a reasonable level
- Do not throw things
- Look after your possessions and do not touch things that are not yours
- Be considerate of other people
- Keep the bus clean and tidy

Consequences all bus students:

First Offense: Parents are notified of misbehavior by school. Student loses a recess and must write a letter of apology to the bus driver.

Second Offense: Parents are notified; child may lose the privilege of riding the school bus for up to three days.

Repeated or Serious Offenses: If multiple suspensions occur, or if the offense is serious, then it is possible that the student will lose their bus privilege for the remainder of the school year at the discretion of the principal. Transportation then becomes the responsibility of the parent.

VISITORS

All visitors, including parents, are required to report to the main office. Arrangements must be made with the teacher before visiting a classroom. All visitors must enter through the Belmont Street main entrance and sign in at the office. Identification badges will be provided.

VOLUNTEERS

Our school is committed to protecting God’s children by providing a safe and secure environment for all minors who participate in school activities. As part of that effort, all adults who work regularly with minors in the Diocese of Manchester must fulfill the following requirements:

1. Submit a Diocesan Volunteer Application
2. Read and acknowledge our diocesan Code & Policy
3. Complete a Criminal Records background check for all states in which you have resided during the past 5 years. Your name will also be checked on the national sex offender website: www.nsopw.gov
4. Complete child abuse awareness training (online format) required every four (4) years.

More information and downloadable forms are available on our school website or by calling the office. All volunteers must report to the school office before entering any classroom.

Section 3 – ACADEMIC LIFE

BOOKS

Books issued to students during the school year remain the property of Cardinal Lacroix Academy and will be used by other students in future years. Students must care for these books and must keep them

covered at all times. Students are responsible for any damage to these books. If a book is lost or damaged beyond use, the family will be charged the full replacement cost of the book. Care must be taken when covering books. The best cover is a brown paper bag. Other paper covers or stretch covers are acceptable. Covers that have adhesive on the backing are forbidden.

Consumable books are those that cannot be used a second time. These books are purchased by the school and issued to students. They must be kept neat and usable and should be covered to prolong the life of the fragile cover. If a consumable book is lost or damaged beyond use, the family will be charged the full replacement cost of the book.

CURRICULUM

Cardinal Lacroix Academy offers a well balanced and challenging academic program that is faith based and traditional in its emphasis on structure and accountability. The classic curriculum is complemented with the religion curriculum that combines instruction in Catholic doctrines with Christian behavior, service to others, and participation in prayer and the sacramental life of the Church. Study and organization skills along with personal responsibility are taught at all levels.

Religion class is part of the daily curriculum for all students. The entire school community participates in the Eucharistic Celebration (Mass) once a week. Parents are welcome to join us whenever possible.

In addition to Religion the core traditional elementary school subjects taught are:

- Reading
- Language Arts
- Mathematics
- Social Studies
- Science

In support of the core curriculum the following support programs are also offered:

- French or Spanish
- Physical Education
- Technology
- Music
- Band (after school elective)
- Art
- Library

FIELD TRIPS

Educational field trips are planned to supplement the curriculum. These field trips are considered to be an important part of the learning experience and are not optional. Parents/guardians must sign and return the appropriate Field Trip Form and fee before a student is allowed to participate. Every effort will be made to keep the trips as affordable as possible. No child will be kept away from a field trip for financial reasons. Please notify the Principal well in advance of the trip if the cost of any field trip is prohibitive. We reserve the right to restrict student participation based on academic or social concerns. Absence from a field study is considered an absence from school. At the discretion of the teacher, any student who misses a Field Study experience must complete an appropriate written assignment. Students are not allowed to bring cell phones, I-pods or any other type of electronic equipment on field trips. Parents who chaperone are not permitted to bring other children with them, for insurance reasons. All chaperones must have had a background check completed prior to the trip.

HOMEWORK

Cardinal Lacroix Academy teachers assign homework on regular basis. Homework is meant to be a reinforcement of what has been taught in the classroom, teaches responsibility, fosters good study habits, and helps support learning as an on-going process that does not only take place at school.

Approximate time of homework, Monday through Thursday:

Grade 1 15-30 minutes Grades 2 & 3 30-45minutes

We believe that the ability to read is the key to all learning. Children should be encouraged to do extra reading at home. In addition, students are assigned long-term projects, which require research and/or creative art skills. Projects should not be due on the first day back after a vacation.

Homework is usually assessed in some way, but it is not always graded. Missed homework may impact a student's grade, especially at the intermediate level. A student's effort grade will always be impacted by missed or late homework.

Parent's Role in Homework

Parents can play an active role in homework and can help their children foster good work habits. You can support your child by setting an expected routine and time and providing a quiet space to complete assignments. One main goal of homework is to provide the teacher a sense of what has been learned or what has to be re-taught. Parents should be accessible to help and to answer questions, but they must be careful to maintain the child's responsibility for the work.

All students have agendas in which they write their daily assignments. It is important that parents check the agenda daily and then match it to the homework done. Parents are asked to sign the agenda on a schedule determined by the teacher. The agenda is also used as a method of communication between parents and teachers. Each can write notes to the other at any time.

HONOR ROLL

Students in grades 5 & 6 will be eligible for Honor Roll each trimester if the following requirements are met:

- Principal's Award: all grades, all subjects are 95 or above.
- First Honors: all grades, all subjects are 90 or above.
- Second Honors: all grades, all subjects are 85 or above.
- Honorable Mention: all grades, all subjects are 80 or above.
- All Conduct and Effort grades must be Satisfactory (3) or better.

LIBRARY

Library services are available to all students in the school. Students in grades 1 – 6 are allowed the privilege of borrowing books. Students may be charged for late, lost, or damaged books.

LOST & FOUND

Lost and Found is located in the main office and school cafeteria. Clothing and personal belongings of students should be marked with the child's name. Any unclaimed items will be forwarded to a local charity at the end of each trimester and the end of the school year.

PARENT/TEACHER CONFERENCES

Either parents or teachers may request a conference to further the student's learning experience and accomplishment. Parents who request conferences should must do so either by calling the school office, emailing the teacher or sending a note to the teacher. The teacher will arrange a conference at a time convenient for all parties.

REPORT CARDS / GRADING

Report cards are issued three times per year for all grades. Each report indicates achievement for the trimester as listed on the yearly school calendar. Parents are urged to contact teachers if they have any questions or concerns. Parents are asked to sign the report card envelope and to return it to school in a timely manner.

Scale used for **PK & Kindergarten** program focuses on a child's progress and mastery toward the expected standards for the grade level. The grades received by students in **Grade 1 through Grade 6** reflect their success in meeting the teacher requirements and expectations within a particular area of study. These include grades earned in effort and conduct. Academic grades are based upon several factors. Among those factors are objective and subjective evaluation by the teacher, test and quiz scores, assigned papers, projects and homework.

Academic Indicators					
Grades PK & K		Grades 2-6		"Specials" Progress Indicator	
S	= Satisfactory	A+	= 98 - 100	X	= Commendable
IP	= In Progress	A	= 94 - 97	S	= Satisfactory
NT	= Needs Time to Improve	A-	= 92 - 93	N	= Needs Improvement
		B+	= 89 - 91	U	= Unsatisfactory
		B	= 83 - 88		
Grade 1		B-	= 81 - 82	Conduct/Effort	
X	= Commendable	C+	= 79 - 80	5	= Excellent
S	= Satisfactory	C	= 73 - 78	4	= Very Good
N	= Needs Improvement	C-	= 71 - 72	3	= Satisfactory
U	= Unsatisfactory	D+	= 69 - 70	2	= Needs Improvement
		D	= 67 - 68	1	= Unsatisfactory
		F	= below 67		

Progress Reports (GR. 4 – 6) are sent home at mid-trimester. The purpose of these reports is to advise parents of a significant drop in the student's academic, effort or conduct grade since the last report card. Any student who is showing a grade below a C will receive an Academic Warning. Parents are urged to sign these and return them to the school in a timely manner.

Student Probation (GR. 4 – 6) is used when a specific area of academic and/or behavioral concern has been identified and a student needs to give priority to addressing that area of concern. The aim is not meant to be punitive, but rather to eliminate distraction and motivate a student to divert time and energy toward academic pursuits. Student probation involves the removal of a student from any extracurricular school sponsored activities (e.g. sports, clubs, parties, field trips, etc.). The status of Student Probation is confidential and is to be treated as such. Students, parents, parent volunteers, and staff are asked to respect each student's privacy.

- Determination of probation is always done with the best interest of the student in mind and is clearly within a teacher's scope of practice. The principal must approve all probations.
- Student Probation is warranted when a student's grade in any subject area falls below 70% **or when persistent infractions of school rules are documented.** A student may be placed on probation whenever his/her academic, conduct, or effort performance is deemed unacceptable. Teachers will notify the parents in writing of a pending probation, the student will need to meet with the subject teacher(s) to discuss necessary adjustments to the student's routine or behavior and/or arrange time for extra help. It is the student's responsibility to keep in contact with the subject teacher(s) until sufficient improvement has been demonstrated.
- When a student is notified that a probation is pending, the student will be given a two-week grace period to improve his/her subject grade average and demonstrate to the teacher(s) the desire and capability of maintaining both acceptable academic performance and behavior. The student will not be placed on academic probation if such improvement is achieved. A student may continue to participate in activities during the grace period.
- When the teacher indicates that the student has made sufficient improvement, the student may be

removed from academic probation and may resume active participation in extracurricular activities.

RETENTION

If a student is likely to be retained in the same grade level, the teacher will inform the parent or guardian and the principal of this possibility by the end of the second marking period. A recommendation to retain is made by the school and the final decision is left, in most cases, to the discretion of the parent. Should the parent decide not to retain the student, placement will be indicated on the report card as “assigned” rather than “promoted”. The school reserves the right to not accept a parentally promoted student if it is deemed that the school is unable to meet the child’s needs (see Special Education Services p. 21).

SPECIAL EDUCATION SERVICES

Cardinal Lacroix Academy does not have the personnel or the financial resources to accommodate all Special Education needs. The Manchester School District is responsible for testing children to determine the presence and scope of any learning disabilities. Cardinal Lacroix Academy personnel will guide and assist parents throughout this evaluation process and will work closely with the Special Education Team. In some cases, a child needs only minor accommodations that the staff at Cardinal Lacroix Academy is able to provide. In rare cases, it is in the child’s best interest to transfer to a school that can provide needed services. The child’s best interest is always our main concern and always takes priority over all other considerations.

Cardinal Lacroix Academy also qualifies for Title I services. Title I is a federally funded program to assist children who need supplemental help in reading and/or mathematics. There are three criteria for eligibility. The child must live in one of the Manchester Title I public school areas, their classroom teacher must refer them and they must test into the program. Children are serviced in order of greatest need.

TECHNOLOGY USE POLICY

Technology has become an important tool of learning for students at every age level. The use of technology by our staff and students is to support our educational mission at all levels of learning. The use or access to any material in violation of any federal or state regulation is prohibited. We strive to instill responsible, ethical, moral, and effective use of technology. We will do whatever possible to prevent the exploitation of our students by those who have improper or unethical intent or values that are not acceptable to our community.

The Children’s Internet Protection ACT (CIPA) ensures that schools block access to unsafe content. Cardinal Lacroix Academy achieves CIPA compliance through the use of a DNS cloud based web security program. This service allows us to filter sites that are inappropriate for a learning environment and protects the students from unsafe content. Families should be aware that, despite our best efforts even with web filtering in place, there is always a chance that students might encounter material accessible via the Internet that are illegal, defamatory, inaccurate, or potentially offensive., inaccurate, controversial or potentially harmful information. We do address this potential situation with the students by teaching an Internet Safety Course and review the proper way to handle these situations.

Expectation of Privacy

Students should have no expectation of privacy or confidentiality regarding electronic communications or other computer files sent and received on the school network computers or stored in student files. To maintain system integrity and to insure that students are using the system responsibly, the school may

review computer files and Internet history.

Guidelines

Unacceptable uses include, but are not limited to the following:

- Using the school's Internet connection for non-educational use.
- Sending email or participating in other form of electronic communications unless under the direct guidance of a teacher
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others. **See Cyberbullying on p. 23**
- Damaging computers, computer systems or computer networks.
- Installing software, shareware, or freeware without permission
- Violating copyright laws.
- Violating the rights of privacy of students and staff
- Intentionally trespassing in another user's folders, work or files.
- Intentionally wasting limited resources.
- Misrepresenting oneself.
- Unauthorized disclosure, use, and dissemination of personal information

Consequences

The use of the Internet is a privilege and not a right: inappropriate or unacceptable use may result loss of this privilege or other disciplinary actions. Users who intentionally damage the computer system or network shall assume legal and financial liability for such damage.

TUTORING

Tutoring/Remediation during the regular school year is an extension of regular instruction and all faculty members are encouraged to give extra help outside of class hours. If a parent wishes to hire a Cardinal Lacroix Academy teacher as a tutor for their child, they may do so as long they agree to adhere to the following guidelines:

- Teachers may not accept compensation for tutoring a student from his/her class since it is part of their professional responsibility.
- Teachers presently under contract with Cardinal Lacroix Academy may tutor a student not currently a pupil in his/her class after receiving the approval of the principal by submitting the Tutoring Form signed by the parent(s). Services are limited to Cardinal Lacroix Academy students only.
- Tutoring may not occur during hours when the teacher is assisting students from his/her own class or while attending other contractual responsibilities.
- It is understood that the tutor will be considered an independent contractor and not an employee of the school at that time. Rate of pay as well as payment for services should be handled directly between the teacher and parent. The parish/school will not be involved in fee collections or payments.
- It is the responsibility of the tutor to ensure that the student is supervised at all times. If the tutoring session is scheduled immediately after school, the teacher needs to arrange for supervision of the child during the dismissal period.
- Parents are asked to utilize the Belmont St. entrance for pickup. The teacher is responsible for escorting the child to the Belmont St. door and to adhere to the times determined. Parents should not

- be entering the building and picking up the child from the classroom or using the Cafeteria entrance.
- If a student needs to utilize the After School Program before or after the tutoring session, the child needs to be registered in the program and the parents should expect to be charged for services.

Section 4 – STUDENT LIFE

BEHAVIOR and DISCIPLINE

Cardinal Lacroix Academy’s concept of discipline is built on the Christian principles of self-discipline, respect, and community. As members of a Catholic school, we respect ourselves, the rights of others, and seek to have our own rights respected. Therefore, every student is expected to abide by the following Codes of Conduct:

Code of Respect

- Show proper reverence during daily prayers and in Church.
- Speak in a respectful manner to all adults and peers with whom contact is made.
- Always be honest and tell the truth
- Accept that we are all different; do not make comments about a person’s mental/physical ability or appearance
- Never deliberately hurt or upset another person
- Keep school and grounds tidy; maintain tidy, organized personal area
- Respond in a courteous manner to all reasonable requests made by the adults
- Use manners; respond with “Thank you,” “Please,” etc.
- Respect books, property, and equipment belonging to the school or other individuals and leave the desks of others undisturbed.
- Remain quiet and orderly in stairs, hallways, cafeteria, and all other designated areas.
- Not gather with others in bathrooms and other areas where the rights of others may be infringed upon.

Safety Code

- Never leave the school without permission
- Ask permission before leaving the room
- Obey fire regulations; participate in safety drills in a quiet and orderly fashion
- Never stay in a classroom at play or lunchtime without an adult
- Use the toilets properly, and remember to wash your hands

Cheating

Dishonesty, cheating and plagiarism greatly diminish a student’s sense of pride, accomplishment and personal integrity. Cheating is presenting or assisting someone else to present another person’s ideas, words or information as one’s own. Students who choose to cheat face a failing grade.

Other Seriously Inappropriate Student Behavior

Certain behaviors are totally unacceptable and are strictly forbidden. The following behavior whether inside or outside of school, while traveling to or from school, or at a school-sponsored activity, shall be considered grounds for disciplinary action. Behavior may include but not be limited to:

- Using or writing profane or obscene language; making an obscene gesture or drawing
- Possessing, distributing, or having for sale any obscene publication or material
- Stealing
- Fighting
- Defiance of authority; repeated failure to respond to reasonable requests by a staff member
- Deliberate or willful conduct detrimental to normal functions of any school activity
- Threats to the staff members or to other students

- Vandalism; willfully defacing, damaging, or destroying school property or property belonging to other students or staff members
- Verbal harassment such as excessive teasing and name calling
- Smoking
- Possession of weapons, any other dangerous objects or of controlled or illegal substances

Bullying Statement

We strive to eliminate any behavior in our school that does not recognize and respect the rights and human dignity of all. We understand that children are works in progress; however we have to eliminate any bullying that we may have in our school; therefore it will not be tolerated in any form. Bullying, retaliation, verbal taunting, or harassment activities, including exclusion, are unacceptable and will be seriously addressed. A complete Diocesan Schools' Bullying Policy is available for download on the school's Parent Page (<http://www.clanh.org/resources/for-parents/>). The Safe Environment office of the Diocese of Manchester has set up a bullying hot-line - (603) 663-0178.

1. **Bullying** - The term bullying may be applied to a single significant incident or pattern of incidents involving a written, verbal, or physical act or gesture directed at another student that results in physical harm, causes emotional distress, or interferes with a student's educational opportunities. It may be activity that is motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, beliefs, or activity motivated by the student's association with another person or group of persons.
2. **Retaliation** - The term retaliation as used here is conduct directed against a student for reporting an incident, cooperating in an inquiry subject to this policy, or taking action consistent with this policy.
3. **Teasing / Harassment** - In the case of younger children, verbal teasing could be considered bullying when it is one-sided and involves an imbalance in numbers or power. Hurt feelings need to be addressed and a peaceful resolution sought. Harassment refers to bullying behavior that is motivated by prejudice based on real or perceived characteristics: race, ethnicity, disability, gender, or religion.
4. **Cyber Bullying** - This activity involves willful and intentional harm using an electronic device such as a cell phone or computer. Cyber bullying often occurs on social networking sites found on Facebook, YouTube, instant messaging, email, chat rooms, and cell phone text messaging. Although cyber bullying does not take place in school, targets of cyber bullying are most often also targets of more traditional bullying at school. In such circumstances, the situation becomes a concern of the school.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:

In order to guarantee your child and all students in the school the excellent learning environment they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation for the rights of others. It is the teacher's role to guide and direct the classroom. Minor classroom offenses are the responsibility of the classroom teacher. It is expected that parents and teachers will communicate regularly and openly with each other. Parent cooperation and support is vital to the process. When serious or persistent problems arise, discipline will become the joint responsibility of the Principal and teacher. Consequences for inappropriate behavior may include:

- Verbal warning
- Parent contact/request for conference
- Replacement/repair of damaged property
- Student Probation (Restriction of privileges/activities) *see p. 19*
- Out-of-school suspension
- Expulsion

FOOD and DRINKS

- Gum chewing is not allowed anywhere in the school.
- During indoor breaks or recess, snacks are to be eaten in the classroom. No food or drink is allowed in the hallways.

- Respectful behavior and the use of manners is expected behavior whenever students are eating.
- Water bottles (water only; no juice or sports drinks) may be allowed in the classroom at teacher's discretion.

PERSONAL PROPERTY

The only personal property students should have in school is items needed for academic or school activities. Personal property of a sentimental or monetary value should not be brought to school. Cardinal Lacroix Academy assumes no responsibility for loss of any student items. Items of clothing that may be removed at school, lunchboxes, and easily forgotten items should be marked with the student's name.

RECESS

All children are required to participate in recess on a daily basis unless a physician's note is sent to the school. Therefore, students must be properly dressed for the weather. On days with snow, children are required to wear snow pants, boots & gloves.

Recess Rules

- No physical touching of any kind (to person and/or person's property) – spitting, scratching, biting, pulling clothing, etc.
- No tackle games (only two-handed touch football allowed in the schoolyard)
- No climbing on or near the dumpster or fence
- Only playground balls or Nerf-type balls provided by school are allowed in the schoolyard
- Students are not allowed to bring toys from home
- Snow or ice is not to be kicked or thrown in any way.
- Anything thrown outside playground boundaries cannot be retrieved without adult supervision
- Students must remain in designated areas at all times
- Students are expected to line up quickly and quietly and enter building in an orderly fashion

SPORTS

Most years we are able to offer for Basketball (grades 3-6) as well as Running Club (grades 4-6). Both activities are dependent upon number of participants as well as volunteers willing to coach/assist.

Basketball for grades 3 and 4 is an instructional co-ed league. Grades 5 and 6 have boys' teams and girls' basketball teams. There are no try-outs for Cardinal Lacroix Academy sports. Anyone who signs up will be on a team.

Coaching is a volunteer position and falls under the same guidelines/requirements as all volunteers (see p. 17). All coaches are expected to be diligent in abiding by the Diocese of Manchester's Code of Conduct for Volunteers as well as the CYO Sports Policy.

Uniforms may be provided for participating students but remain the property of Cardinal Lacroix Academy. Students are responsible to return the uniforms at the end of the season. Parents will be charged the replacement cost for uniforms that are lost or damaged.

Students must be in good standing to participate. To be in good standing, students must earn grades of C or better, and both conduct and effort must be rated in the acceptable range. Disciplinary action for any serious misbehavior will affect the student's standing on a team. Students who are absent from school on any game day may not play in a game or attend practice that day.

Students who receive a D on a report card are placed on probation (minimum 1 week) until such time that the teacher signs a statement indicating that proper progress has been made. Probation status means that a student cannot participate in practices or games during this time. Students who receive 2 D's or 1

F on a report card are placed on probation status until the next progress report (half way through the trimester). If the grade(s) improve at that point, then the athlete is reinstated to the team.

UNIFORM and DRESS CODE

While in school, students are expected to be neat, clean and attired in a manner consistent with accepted community standards of good taste, decency and safety. Dress or appearance that is disruptive to the learning process will not be tolerated. Diocesan Policy Handbook for Catholic Schools (2001)

Uniforms can be ordered through **Land's End School Uniforms**. A direct link to our school's web store can be found on our homepage or call 1-800-469-2222 and reference our school number **900184995**.

GIRLS: all grades

- Khaki dress pants
- Uniform khaki skort
- Khaki walking shorts (Sept & Oct, May & June only)
- School plaid (burgundy & gray) uniform jumper or skirt
- Burgundy or white collared polo shirt (short or long sleeve) **with logo**
- Burgundy cardigan sweater/vest, pullover crewneck sweatshirt, or hooded sweatshirt **with logo**
- Laced or buckled shoes, black, with non-marking soles (sneakers ok if solid black)
- Socks/tights (white, burgundy, gray, or black solid color)
- Leggings may be worn under jumper/shirt (white, burgundy, gray, or black solid color)

Girls Dress Uniform: must be worn on Mass days

- School plaid (burgundy & gray) uniform jumper or skirt
- White collared blouse OR white polo shirt

BOYS: all grades

- Khaki dress pants
- Khaki walking shorts (Sept & Oct, May & June only)
- Burgundy or white collared polo shirt (short or long sleeve) **with logo**
- Burgundy cardigan sweater/vest, pullover crewneck sweatshirt, or hooded sweatshirt **with logo**
- Laced or buckled shoes, black, with non-marking soles (sneakers ok if solid black)
- Black or brown belt (grades 2-6)

Boys Dress Uniform: must be worn on Mass days

- Khaki dress pants
- Khaki walking shorts (Sept & Oct, May & June only)
- Necktie – solid burgundy or school plaid (burgundy & gray)
- White oxford shirt, tucked in (short or long sleeve)
- Black or brown belt (grades 2-6)

GYM UNIFORM: BOYS & GIRLS

- Sweatpants – gray (**no leggings**)
- Gym shorts – gray (Sept. & Oct, May & June only)
- T-shirt **with logo** – burgundy (long or short sleeve)
- Sweatshirt **with logo** – burgundy
- Sneakers – any color

UNIFORM SPECIFICATIONS:

- Uniform dress pants and walking shorts are zipper front cotton twill with belt loops - no “cargo” type pockets or tight fitting pants allowed.
- Walking shorts, jumpers and skirts should be no more than 2 inches above the knee.
- Uniform shorts allowed September - October & May - June only.
- Non-uniform sweaters or sweatshirts, hooded or fleece vests are not allowed for inside wear.
- Polo and gym T-shirts, if properly fitted, may be worn untucked.
- Pants and shorts are secured with a belt (grades 2-6) and worn at the waist.
- Socks are mandatory with all shoes. Solid colors only.
- All footwear must be black and safe for playground wear and for use on stairs. Shoes must have backs, low heels and laced or buckled securely enough to remain snugly on feet. Clogs, sandals or boots of any kind are not allowed. Sneakers are fine if solid black.

MAKE UP, PERFUME AND JEWELRY

Make up, perfume, and cologne are not allowed. Girls may wear jewelry but it must be conservative in style and size. Expensive jewelry or jewelry with great sentimental value should not be worn to school. Boys may wear a small chain. Jewelry is not to be worn on gym day.

HAIR STYLES

Hair must be kept neat and clean. It must be trimmed above the eyebrows. It may not be bleached or dyed to non-natural colors. Spiked hair, long side-burns, and nonconventional or faddish hairstyles are not permitted. Boys’ hair must be above the shirt collar and not fall below the earlobe or eyebrow. Girls may wear conservative hair ornamentation (bow, barrettes, headbands) in uniform colors only.

DRESS DOWN DAYS (NON-UNIFORM DAY)

As the name implies, dress down days are designated school days when students are allowed to come to school in non-uniform clothing. On those days, students may choose to dress in a dressier or more casual manner than usual. Guidelines regarding sizing, neatness, appropriateness, modesty, make up, jewelry, perfume, etc. continue to apply on these day. No sleeveless or tank tops permitted. Clothing that is too tight, too baggy, suggestive, revealing, sloppy, torn, or is in any way considered inappropriate for our school setting may not be worn. Parents may be called to bring in more appropriate clothing to school.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

The Student/Parent Handbook is intended to help you become acquainted with Cardinal Lacroix Academy. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statement and sign below. Return this document to the Main Office.

We, the undersigned, have read the Cardinal Lacroix Academy Student/Parent Handbook.

We thereby agree to abide and adhere to the rules, regulations, and policies outlined in the Cardinal Lacroix Academy Student/Parent Handbook.

We have read the Cardinal Lacroix Academy Reopening Plan and Diocesan Reopening Guidelines, both found at www.clanh.org, regarding the COVID-19 pandemic, and agree to abide and adhere to the rules, regulations, and polies outlined.

Student(s) Names: _____

Printed name of Parent

Parent Signature

Printed name of Parent

Parent Signature

Date _____

Please sign, detach and return this sheet to school.