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Welcome to Lakewood Catholic Academy

Lakewood Catholic Academy is a state-accredited Catholic elementary school in the Diocese of Cleveland, serving children from ages 3 years old through Grade 8. Founded in 2005, it is a joint ministry of St. Clement, St. James, and St. Luke parishes. Lakewood Catholic Academy was founded, in part, in response to changing demographics in the City of Lakewood and dwindling enrollment in our parish schools. More importantly, however, it was founded as a result of the commitment of the parents and the parish communities to a strong Catholic elementary school presence in the City of Lakewood.

Our beautiful campus is located at 14808 Lake Avenue on the shores of Lake Erie. The nine-acre campus is owned by the Sisters of Charity of St. Augustine whose generosity and commitment to Catholic education have made our presence at this site possible.

The following faith communities are also located on our campus:

Holy Family Learning Center --- A loving community where children aged 6 weeks to 5 years receive quality care centered on the values of the Holy Family. Holy Family is an educational learning center with “wrap around” care from 7 a.m. to 6 p.m.

Centering Space --- A collaborative Ministry of the Sisters of Charity of St. Augustine located in a century home on the Lakewood Catholic Academy campus. Designed for quiet and reflection, Centering Space provides a place for individuals and small groups to gather in an environment conducive to prayerful listening.

Our Mission

Lakewood Catholic Academy educates tomorrow's leaders by providing the highest quality academic and religious education through an innovative and challenging curriculum.

Our Vision

Lakewood Catholic Academy recognizes the partnership between families who are the primary educators of their children and teachers who facilitate their learning in the classroom. Our students thrive on a curriculum rooted in the Catholic faith, which focuses on the needs and abilities of every child by imparting knowledge, nurturing values, inspiring creative and critical thinking, and building life skills. We strive to instill in each student a lifelong commitment and societal responsibility to the Christian ideals of peace, justice, equality, and respect for all life.

Belief Statements

- We believe that each child is a unique and precious gift from God who is worthy of our love and respect and is highly capable of learning.
- We believe that a fundamental distinguishing factor of Catholic education is based in a holistic approach to the child, touching on spiritual, emotional, academic, artistic, and social development in equal measure.
- We believe that, as Catholic school teachers, we are one part in a collaborative continuum of influence on the faith formation of our students that includes parents, extended family, the Church, and the larger community.

- We believe that each child is an individual, and we must strive to reach each child in a fashion that uniquely reflects that child's particular needs and abilities.
- We believe that we are educating our students to be citizens of a world that is increasingly global and diverse, and that our students must be equipped to live in that world in a peaceful and productive fashion.
- We believe that a key challenge we must strive to meet as an institution of Catholic education, carrying out the teachings of Christ, is to continually seek to be the very best we can be in every way.

Parent Responsibilities

Parents are the primary educators of their children for it is in the home that a child's moral, spiritual, and educational foundations are established. When parents enroll their child at Lakewood Catholic Academy, they choose to educate their child in a Christian environment in which a value is placed not only on academics, but also on the spiritual, cultural, and moral education of the child.

Parents are, therefore, responsible for:

- Modeling and supporting their child's practice of the Catholic faith;
- Supporting school policy and the authority of the teachers and the administration;
- Being an ambassador of goodwill in the community by building the reputation of Lakewood Catholic Academy;
- Encouraging their child to complete all assignments;
- Insisting that their child obey school regulations and the principles of good behavior;
- Discussing school related problems with the person(s) concerned and avoiding public criticism of teachers and school policy;
- Following the policies and procedures stated in this handbook;
- Paying all fees (tuition, field trips, lunch, etc.) on time;
- Reimbursing Lakewood Catholic Academy for any property destroyed (accidentally or intentionally).

Student Safety/Traffic Patterns

Walkers

Parents should designate the shortest and safest route for students to walk to and from school and review safety rules. **Walkers must cross streets at traffic lights and crosswalks. Traffic in front of the school on Lake Avenue is particularly dangerous. No student or adult is permitted to jaywalk across Lake Avenue.**

Adult guards will be stationed at the following locations before and after school:

Belle Avenue and Lake Avenue
Belle Avenue and Clifton Boulevard
Cook Avenue and Lake Avenue
Cook Avenue and Clifton Boulevard

Student guards will also be stationed at various places on or near the campus. **Both the adult guards and student guards must be obeyed at all times. Failure to do so will be reported to the administration and to the child's parent/guardian. Disciplinary action may result.**

Bicycle Riders

Students who ride their bicycles to school must have a bicycle license from the City of Lakewood. Bicycle riders must enter the campus from the sidewalk on Lake Avenue and proceed to the bike racks that are located in the front of the school. **All bike riders must walk their bikes when they are on school property. No bikes are permitted on the driveway or in the parking lot areas.**

Lakewood Catholic Academy is not responsible for damage to bicycles or for those lost or stolen.

Parent Drivers

Please refer to the diagram enclosed with the Opening Day Information Packet for both morning drop-off and afternoon pick-up instructions. **Our parking lot is extremely busy during morning drop-off. Please leave home in plenty of time to ensure a non-hurried morning routine. Always exercise patience for the safety of our students.**

For afternoon pick-up, please pull up single file in the designated area behind the school. The students will be waiting in an assigned area until their names are called. When your vehicle has been loaded, please follow the instruction of staff members regarding exiting the campus.

Bus Riders

Reduced rate RTA tickets for those who qualify may be purchased in the Main Office.

Parking

Lakewood Catholic Academy parents/visitors are prohibited from parking in front of Holy Family Learning Center.

School Day

In an effort to ensure the safety of our students, only the northwest and northeast doors may be entered from 8:10 a.m. - 3 PM. Access to the school may be obtained by ringing the buzzer and identifying oneself. The school secretaries will monitor these doors.

State law requires that all visitors report to the Main Office. Anyone other than school personnel or students must report to the Main Office.

Attendance

Regular attendance is a serious parental obligation. Irregular attendance may cause the student to miss important lessons and may result in poor grades and lack of enthusiasm for school.

If a student is absent from school more than thirty (30) days in a school year for reasons other than an extended illness, verified by a doctor, it may be necessary to meet with the principal and the child's teacher(s) to determine if the child is prepared to move on to the next grade.

School Hours

Preschool AM Sessions are 8:15 a.m. - 10:45 a.m.

Preschool PM Sessions are 12:30 PM - 3 p.m.

Pre-K Full Day Sessions are 8:15 a.m. - 3 p.m.

Kindergarten a.m. Sessions are 8:10 a.m. - 11:50 a.m.

School hours are 8:10 a.m. - 3:00 p.m.

Students should not arrive at school before 7:50 a.m.

When students enter the building, please adhere to the following procedures:

Preschoolers and Kindergarteners report to their homerooms.

Students in Grades 1-8 go to their lockers and then to their homerooms.

All students must be in their homerooms by 8:10 a.m. for morning prayer. Failure to do so will result in the issuance of a tardy slip.

Tardiness

Students who have not reported to their designated locations by 8:10 a.m. will be considered tardy. These students must report to the school office to receive a tardy slip. No student will be admitted late into a classroom without a tardy slip.

It is important that students arrive on time for school every day. Being tardy not only disturbs the school routine, but also may negatively impact a student's ability to come to school ready to learn. If a student is tardy (excused or unexcused) five times in a quarter, he/she will serve an after-school detention. The amount of time served for a detention will depend upon the grade level of the student:

Kindergarten and Grades 1 and 2	10 minutes
Grades 3 and 4	20 minutes
Grades 5 and 6	30 minutes
Grades 7 and 8	40 minutes

If, in a given quarter, a student who has already served one detention for tardiness earns a second detention for tardiness, that student will be required to serve the second detention, as well as any subsequent detentions within that quarter, during a Saturday morning session. All Saturday morning sessions will be a minimum of 30 minutes.

Absences

Please call the Main Office (216.521.0559 and select the Attendance Extension) by 8:45 a.m. if your child is absent or tardy. **The Main Office must be notified every day that your child is absent. No calls or verbal reports are accepted from minors. In addition to calling the Office, the parent/guardian is also required by state law to send a written excuse to the teacher when the child returns to school. This note should be dated and explain the reason for the absence.**

If a student becomes ill at school and leaves before 10 a.m., he/she will be considered absent for one day.

A student who arrives at school after 10 a.m., whether because of illness or because of a medical appointment, will be considered absent for a half day.

Special Dismissal or Absence

If parents/guardians know in advance that the student will not attend school for a valid reason, a note must be sent to the Principal and the student's teacher for approval. The note must be signed by the parent/guardian and state the date(s) and the reason for the absence.

If it is absolutely necessary for a student to leave before the end of the day, the student must present a note signed by the parent/guardian stating the reason for the early dismissal. The note should be sent to the office to be signed by the Principal or Dean of Students. Students must be picked up in the Main Office by a parent/guardian or other authorized adult.

Forgotten Items

One of the goals of our discipline program is to help students to become responsible and to accept the consequences of their behavior. Therefore, **students will not be permitted to call home for forgotten items** such as P.E. uniforms, homework, projects, school uniforms, musical instruments, etc. If a parent/guardian brings a forgotten item to the office, the school is under no obligation to deliver the forgotten item to the child or to the child's teacher. Instead, the item will be placed in the teacher's mailbox and it will be retrieved by the end of the day. Lunches may be dropped off in the Main Office where students can pick them up at lunchtime.

Make-Up Work/Homework Assignment Requests

If a student is absent one or two days, assignments can be made up when he/she returns to school. If a student is absent for three or more days, parents may request take-home work. To do so, please write a note, call, or e-mail the teacher to make plans to pick up the work. The teacher will be glad to give any help needed – but it is the duty of the student to seek it and be willing to put in the extra time. For absences lasting five days or less, a student has one week from the day he/she returns to complete all missed work. Any work not completed within that week will be considered late and will be accepted only for partial credit (see explanation below). For absences lasting more than five days, an appropriate due date for missed work will be determined on an individual basis. Regardless of the length of the absence, students will be expected to keep current with assignments given upon their return to class.

Late Work Policy (Grades 5-8)

Work not given to the teacher by the due date, or within five days of the due date in the event that a student was absent when the assignment was given, is considered late. Work will be penalized **10%** for each school day that the assignment is late. If after 10 school days the assignment has still not been turned in, that assignment will become a **zero** and will no longer be accepted for credit.

Medical Appointments

Medical and dental appointments during school hours are strongly discouraged. If these are unavoidable, the parent/guardian must send written notification to the school indicating the time the child will leave and whether or not the child will return to school that day. Upon returning to school, the student must report to the Main Office in order to receive an admit slip. **If a child does not produce a written Admit Slip from the doctor and arrives at school after the morning or afternoon sessions have begun, the student will be considered tardy.**

Family Vacations

Family vacations should coincide with school vacation dates. In situations where absences cannot be avoided, the principal and teachers should receive written notification well in advance. Teachers may choose to give the student work to take along or have the work available when the student returns, depending on the grade level of the student and the type of work missed. **Students are responsible, under the supervision of their parents, for the mastery and completion of work missed during an absence. *After the vacation, the student should set up an appointment with the teacher to obtain all make-up work.*** Teachers will assign a reasonable length of time in which assignments are to be completed. Work that is not made up will be marked as incomplete and graded accordingly.

When parents, but not the children, are on vacation, the Main Office must be informed, in writing of the following:

1. The adult in charge of the child(ren)
2. All emergency phone numbers (including phone numbers for the parents while away)
3. Other pertinent information regarding the child(ren)

Communication

Good communication between the home and school is important in serving the needs of our students. We ask that parents become familiar with the following procedures and use them when communicating with the school:

Student Information Changes

Please direct any changes in student information (address, telephone number, e-mail address, etc.) to the Main Office (216-521-0559) and to the child's teacher.

Telephone Calls

If parents wish to speak with a faculty or administrative staff member, and that person is unavailable when calling the school, they will be directed to that person's voice mail and should provide the following information: their name, phone number or numbers where they can be reached, when they can be reached at those numbers, and a brief message. Every effort will be made to return calls within 24 hours. If the call is about an emergency situation, please indicate this to the office personnel.

Emergency Messages During School Hours

In an emergency, a message may be given to a student through the Main Office. Students will not be called from class to take telephone calls. Teachers will not take phone calls during instructional time. Parents are not permitted to go to a child's classroom during school hours. Please discuss after-school arrangements with your child before coming to school in order to keep the number of phone messages delivered to classrooms to a minimum.

Appointments and/or Conferences

Appointments to meet with teachers or administration can be made by telephone, e-mail, or written communication. If you are concerned about your child's academic progress, please contact the teacher(s) involved. Teachers will communicate with parents by conference, telephone, e-mail, or note. Teachers are not to be interrupted during class time. **Visitors must have an appointment before they arrive at school.**

E-Mail

E-mail is for parental use only. The teachers' addresses will be listed in the school directory and on the Lakewood Catholic Academy website (lakewoodcatholicacademy.com). Parents are asked to e-mail for academic and business purposes only. Any information about lunches, rides home, after school plans, etc. should be communicated through the Main Office. Every effort will be made to answer E-mail messages within 24 hours.

School Phones

The office phone will be used for school business only. Students must have permission to use the school phones.

Cell Phones

If special circumstances require a child to have a cell phone, they must be placed in a locker or backpack and placed in the "silent" mode (not "vibrate"). Cell phones may not be used in the school building from 7:50am – 3:15pm. Lakewood Catholic Academy assumes no responsibility for the safety/security of any cell phones brought onto school property. Unauthorized use of cell phones will result in confiscation of the cell phone and a revocation of cell phone privileges.

Weekly Newsletter

The Parent Newsletter is distributed to every family and is a part of the Thursday Envelope. This newsletter contains pertinent information regarding school activities, policies, and programs. Parents may also view the newsletter on the Lakewood Catholic Academy website.

Lunch Program

Lakewood Catholic Academy participates in the School Hot Lunch Program through the Diocese of Cleveland. The federal government subsidizes the cost of meals and specifies the amount to be charged. Family income may indicate eligibility for free or reduced-price meals. Information regarding these guidelines is sent home at the beginning of the school year. Families approved for free or reduced-price lunches are notified of their status. If a family's income changes during the school year, the family may become eligible for free or reduced lunches by completing the necessary paperwork. This information is always available in the Main Office.

No student will be given permission to leave the building for lunch unless he/she brings in a written request from a parent/guardian specifying the date the child will be going home, the destination for lunch, and the means of transportation. This request should be presented to the homeroom teacher in the morning.

Please note: For the safety of all, glass containers and sharp utensils such as knives are not permitted in the lunchroom or anywhere on school grounds.

If a parent realizes that his/her child has forgotten a lunch and wishes to purchase the day's meal from the cafeteria (\$2.15), he/she should call the Cafeteria Manager (216.521.0559 Ext. 3040). Please send in the money the following day in a sealed envelope marked with the child's name, grade and room number.

Lunch Order Forms

Lunch order forms for the following month are sent home in the school envelope in the middle of the current month (i.e. October's calendar would be sent home in the middle of September). If the order form has been damaged or misplaced, the form may be downloaded from the school's web site or obtained from the school office. *Do not make up your own form.*

Please complete and return lunch order form(s) as early as you possibly can. This will guarantee your child a hot lunch on the first serving day of the new month.

<p>LUNCH ORDERS TURNED IN ON THE FIRST SERVING DAY OF THE NEW MONTH WILL NOT BE PROCESSED IN TIME FOR YOUR CHILD TO RECEIVE THAT DAY'S HOT LUNCH.</p>
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Lunch Credits

If a lunch has been ordered on a day when a child is absent, a credit may be taken on the following month's order. A credit will not be issued if a child is present but chooses not to take a lunch that has been ordered.

In the case of field trips, teachers will contact the cafeteria staff to inform them of the field trip date. If you have already paid for a lunch on that day, a credit may be taken the following month. Please indicate this on the next month's order form.

Daily Lunch Items

Students will be served the entrée that was indicated on their menu submitted at the beginning of the month. Requests to change their entrée selection cannot be honored.

Many main items are available on an “a la carte” basis and may be purchased for **\$1.25**. Side dishes (mashed potatoes and gravy or French fries) are available for **\$.50** per serving.

Daily orders for lunches are accepted; however, please indicate on a sealed envelope the date, the name(s) of the child(ren), grade(s), room number(s), and menu choice. These orders must be turned in to the teacher first thing in the morning so that the lunch will be prepared when the child arrives in the cafeteria.

Packed Lunches

If you pack a food item for your child that requires a fork or spoon, please also pack the proper utensil. Forks and spoons will not be provided in the cafeteria.

Ice Cream

Frozen confections are available daily in the lunchroom for students in Grades 1-8. Prices range from \$.35 - \$.60

If you have questions regarding cafeteria policies or procedures, please call **216.521.0559 Ext. 3040**.

Curriculum

Lakewood Catholic Academy follows the curriculum requirements as determined by the Department of Education of the State of Ohio and the Office of Catholic Education in the Cleveland Catholic Diocese.

A curriculum guide for each subject is adopted by the Office of Catholic Education and approved by the Department of Education of the State of Ohio. The course of study prescribes what is to be taught, specifies subject matter objectives, establishes a scope and sequence, and provides a basis for pupil evaluation. The administration and faculty of Lakewood Catholic Academy have the responsibility to adopt, adapt, and implement the curriculum guides. These guides are available for review in the school office.

Academic Philosophy

We believe that in order to teach most effectively, *who* we teach is just as important as *what* we teach. Our faculty members will be trained to differentiate their classroom instruction in order to address the needs of all learners. This will be accomplished through continual assessment of the students' readiness, interests, learning profiles and effect. Using the results of these assessments, the teachers will modify the curriculum content, process, and product, as well as the classroom-learning environment so that each student reaches his maximum potential as a learner.

Curricular Programs

Central to our curriculum at Lakewood Catholic Academy is our religious instruction in which our students learn the truths and values of our Catholic faith. All students, regardless of religious affiliation or denomination, take religious instruction and attend all liturgy and prayer service. Students have the opportunity to help plan liturgy and to participate in various roles during Mass. Students will participate in grade-level liturgies on a regular basis and in all-school liturgies on Holy Days of Obligation. Special prayer services are held throughout the year and morning/afternoon prayer is a part of our daily PA announcements. Children are given the opportunity for reception of the Sacrament of Reconciliation twice a year.

The core subjects are mathematics, language arts, social studies, science and health, and physical education.

In addition to the core subjects, the following courses contribute to an enriched curriculum:

Music --- All students in Preschool (full day) through Grade 8 receive music instruction. Beginning in Grade 4, students have the opportunity, at an additional cost, to take small group instrumental music lessons and become a member of the Cadet Band, Advanced Band, and/or Jazz Band.

Art --- Students in Preschool (full day) - 8 receive instruction in art.

Foreign Language --- All LCA students have the opportunity to study a foreign language. Students in Grades Preschool - Grade 3 receive instruction in Spanish once a week. Students in Grades 4 - 6 study French for one semester and Spanish for one semester two times per week. When a student reaches Grade 7, he/she chooses to concentrate on Spanish or French for the seventh and eighth grade years. Instruction takes places two times per week.

Great Books Program --- This program is a component of the language arts curriculum. Students, along with their teacher, read selections from world literature and through shared inquiry discussions, search for answers to fundamental questions.

Systematic Vocabulary Development --- Beginning in Grade 2, this program systematically teaches academic content vocabulary and helps students prepare for the vocabulary strand of standardized tests.

Pre-Algebra and Algebra --- Based on Grade 7 math scores and teacher recommendation, Grade 8 students are placed in either a pre-algebra or algebra class.

Computer Education --- All classrooms are equipped with at least one computer that has Internet access. Additionally, all students in Grades K-8 receive formal computer instruction.

Extended Curriculum --- This program, currently serving students in Grades 2-6, is designed for students who demonstrate superior academic and/or cognitive ability. Students qualify for this program based on standardized test scores and/or teacher recommendation.

Care of Textbooks

Since books are expensive both to purchase and to maintain from year to year, parents are urged to help their children be responsible for books used throughout the year. Books are to be kept covered and clearly identified. Backpacks/book bags should be used to transport books between home and school. Students are financially responsible for the loss or damage of textbooks.

Sacramental Programs

Grade 2 --- Students receive the sacraments of Reconciliation and Holy Eucharist for the first time. Preparation for the sacraments will take place during their religion classes. Students will receive these sacraments in their home parishes.

Grade 8 --- Students receive the Sacrament of Confirmation during their eighth grade year. Intensive preparation for this sacrament will take place during their religion classes. Students will be confirmed in their home parishes.

Library

All students have access to the Lakewood Catholic Academy Library. Students may withdraw books according to the schedule established by the librarian. The books are expected to be returned on time. A fine will be charged for overdue books. If a student loses or damages a book, he/she is responsible for the replacement cost.

Special Services

The following services are available to us through state and federally funded programs:

Tutors
Speech Pathologist
Learning Disabilities Tutor
Psychologist
School Nurse
Clerk

Grading

A report card will be issued four times during the year to inform parents of their child's progress. After parents have studied the report card and discussed it fully with their child(ren), the envelope should be signed and returned to the child's homeroom teacher. Fourth quarter report cards will be sent with the students on the last day of school; there is no need to return the envelope.

Interim progress reports are sent home to parents at mid-quarter for all students in grades 1-3. Progress reports are sent home for students in grades 4-8 ONLY if a child has a grade of D or F in any subject area, or if there is a reason for concern. Parents are encouraged to regularly monitor student progress via Edline (www.edline.net). Students in grades 5-8 will be subject to mid-quarter assessments to determine athletic eligibility. See section on Athletics for more detail.

In accordance with the Diocesan Policy, the grading scale for students in Grades 3 - 8 is as follows:

A+	98 - 100	O	Outstanding
A	95 - 97	S	Satisfactory
A-	93 - 94	NI	Needs Improvement
		U	Unsatisfactory
B+	90 - 92		
B	87 - 89		
B-	85 - 86		
C+	82 - 84		
C	79 - 81		
C-	77 - 78		
D+	75 - 76		
D	72 - 74		
D-	70 - 71		
F	0 - 69		

Teachers in Grades Preschool - 2 will use a checklist/progress report that is appropriate for each age group.

Academic Recognition

Lakewood Catholic Academy believes that students should be recognized for their academic achievements. The following criteria will be used to qualify students for High Honors, Honors and the Merit List in Grades 7 and 8:

High Honors: Students must maintain a minimum GPA of 3.85, can have no quarter grade below B- in ANY class and can have no conduct grade below S in ANY class

Honors: Students must maintain a minimum GPA of 3.60, can have no quarter grade below C+ in ANY class and can have no conduct grade below S in ANY class

Merit List: Students must maintain a minimum GPA of 3.45, can have no conduct grade below S in ANY class and can have no more than 3 missing assignments in ANY class

The following point system is used in determining a student's GPA:

A+ – 4.3	B+ – 3.3	C+ – 2.4	D+ – 1.4	F – 0.0
A – 4.0	B – 3.0	C – 2.0	D – 1.0	
A- – 3.7	B- – 2.7	C- – 1.7	D- – 0.7	

The following chart shows the weight given each course in determining a student's overall GPA each quarter:

- English/Language Arts – 12.5%
- Literature/Reading – 12.5%
- Math – 12.5%
- Religion – 12.5%
- Science – 12.5%
- Social Studies – 12.5%
- Special (Art/Computer/Health/Music) – 12.5%
- Foreign Language – 5%
- Spelling – 4%
- Physical Education – 3.5%

Student Evaluation

Student achievement is monitored on the basis of objectives stated in the Diocesan Curriculum and incorporated into the teacher's plan for daily instruction. Procedures for evaluating students' achievement include the following: teacher's observation of student responses; directed activities; quizzes; tests; participation in discussions; experiments; projects; oral and written reports; assignments; and written class work as well as other appropriate means to measure achievement in the particular subject on a given grade level.

Grade Inquiry

Parents may make inquiries as to the assessments that resulted in the cumulative grade on a report card. However, grade changes will not be made unless academic evidence warrants such a change. Furthermore, despite parent requests, comments will not be modified or deleted.

Homework

A reasonable amount of homework will be given daily. The assignment will be an outgrowth of class work to supplement learning, to review independently what was taught in class, and to provide opportunity to use research skills. Time allotments for homework depend upon the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since students work at different rates of speed. If parents feel the homework assignments are excessive, they should discuss this concern with the teacher.

Parent Teacher Conferences

Two scheduled Parent Teacher Conference Days during the school year promote a greater understanding of the needs and growth patterns of the students, as well as strengthen home-school communications. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time. Please do not drop in, expecting a conference. Never call a teacher at his/her home.

Parent Conference Days are held at the end of the first and second academic quarters. Student-led conferences are held at the end of the third quarter.

Standardized Testing

The standardized testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic programs of the school.

Students in Grades 1, 3, 5, and 7 are given the Cognitive Abilities Test (CogAt) to measure the student's capacity to acquire the knowledge and skills that will enable him/her to be successful in the school program. Students in Grades 1 - 8 are given the Iowa Test of Basic Skills to measure mastery of skills in reading, language, work-study, and mathematics, as well as the student's ability to apply these skills to the solution of new problems.

Students in Grades 5 and 8 are given the National Catholic Educational Association Assessment of Catechesis/Religious Education (ACRE) that assesses their religious knowledge as well as their beliefs, attitudes, practices and perceptions.

Promotion and Retention

Promotion is based on the satisfactory completion of grade level work. The decision to retain a student in the current grade is based upon a consideration of the overall welfare of the student, including academic, emotional, and social factors.

Retention is considered in individual cases only after discussion between the teacher, principal, and parents. Parents will be notified in a timely manner if a child is being considered for retention.

Retention may be considered for the following reasons:

Grades 4 - 8

Failure in an individual subject is defined as receiving a grade of F in two or more quarters or having a yearly average at or below 69%. Failure must be remediated by summer school or by a tutor and approved by the administration. Retention is possible if a student fails two or more subjects.

Grades 1 - 3

Failure to master fundamental skills of reading and math.

Kindergarten

A kindergarten student may be considered for retention based on lack of maturity.

Technology

The goal of the Lakewood Catholic Academy Technology Curriculum is to enhance the teaching and learning process with a wide variety of media by integrating technology throughout the curriculum and extending the boundaries of the learning environment.

Students at Lakewood Catholic Academy will:

Participate in computer classes and use the computer as a tool in the classroom in every subject to execute projects, access information, create multi-media programs, reinforce concepts, and communicate with other persons; and

Understand that technology can enhance classroom learning as well as serve as a vehicle to connect to other people outside the classroom walls.

Acceptable Use Policy

The use of the available technology at Lakewood Catholic Academy is a privilege shared by all students. Guidelines have been established to ensure the proper use of the equipment and to protect the integrity of the educational program. Failure to comply with these guidelines will result in the loss of computer privileges and other legal and/or disciplinary action.

Computers, Printers, and Related Equipment

Unsupervised use of any computer-related equipment is strictly prohibited. Proper care of the equipment will be taken at all times.

No food or beverages are permitted near the computer or on the computer tables.

Use of the printers must be authorized by the teacher.

Fees will be charged for the repair and/or replacement of computer-related equipment damaged by a student.

Software

Alteration of Lakewood Catholic Academy's computer system and/or network in any way is strictly prohibited, including the deletion of files or programs and installation of unauthorized games or other copyrighted software.

Misuse of files, data, or information is not permitted.

Use of the system or programs to harass any other computer user will not be tolerated.

Internet Access

Access to the Internet is limited to sites approved by the teacher for educational purposes only. Access of obscene, inappropriate and/or pornographic material, including the printing of such material, is strictly prohibited.

Personal information, including names, addresses, and phone numbers may not be given out.

Appropriate language will be used for all online communication.

Chat rooms may never be accessed at school.

While Lakewood Catholic Academy's filtering system establishes some parameters for appropriate use of technology within our building, parents/guardians are encouraged to monitor their children's Internet use when they are at home.

Privacy

Network storage areas may be treated like school lockers. Network administrators/teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on any server or computer will be private.

Users have no privacy right to any data received or disseminated on the network or through e-mail and by utilizing the Lakewood Catholic Academy systems; they consent to Lakewood Catholic Academy's right to audit all e-mail, files, and documents. If a user acts inappropriately through the communications systems, Lakewood Catholic Academy reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

Personal Responsibility and Ethical Use of Technology

If a student, during school hours or with an off campus computer or cell phone, transmits an electronic communication that:

- threatens, harasses, defames, demeans or bullies one or more students or staff at the school; or
- harms the reputation of the school, one or more of its students, or one or more of its staff members, the student may be disciplined in accordance with the discipline policy of the school and/or with restrictions on use of the school's computer network.

The Acceptable Use Agreement will be signed by the student and parent and kept in the Main Office.

Conduct

Jesus tells us to "Love one another as I have loved you." At Lakewood Catholic Academy, we believe that Jesus' words should be reflected in the behavior of our faculty, staff, and students alike. In doing so, we help develop and draw forth the best that each individual has to offer to one another and to the LCA community.

Our Student Code for Responsible Behavior (stated below) provides a general set of guidelines that will ensure a pleasant and orderly academic environment. We hope to promote among our students a sense of responsibility for one's actions, an understanding of the element of personal choice in determining one's behavior, and an understanding of the consequences of one's behavior.

In Grades Pre-K through 4, the classroom teacher will determine age appropriate consequences. In Grades 5 - 8, consequences may consist of detentions and/or after school work, referral to the Principal or Dean of Students, a meeting with the parents, a meeting with the Pastor Designate, counseling, peer mediation, and, in extreme cases, suspension or expulsion. In all grades, chronic or serious misbehavior will be communicated to a child's parent/guardian.

Student Code for Responsible Behavior

All students are expected to:

- Show obedient, courteous, respectful behavior toward teachers, all students, and fellow classmates.
- Use appropriate language.
- Speak kindly and respectfully to and about others.
- Complete class assignments and participate in class.
- Wear the school uniform correctly at all required times.
- Demonstrate respect for other classes by demonstrating appropriate behavior in the halls during school hours.
- Respect school property and the property of others.
- Refrain from chewing gum in the school or on school grounds.
- Refrain from deliberate disruption in the classroom or on school property.
- Use good manners and take pride in the school environment, helping out wherever needed.
- Demonstrate good sportsmanship.

The following items may not be brought to school: real or toy knives, guns, sharp objects, matches or lighters. Electronic devices (cell phones, i-Pods, video games, etc) may not be used during the school day, and must be kept in a locker or backpack. The administration reserves the right to make changes to this list at any time.

Uniform Guidelines

All students from Kindergarten through Grade 8 are required to wear uniforms. Reasonable care and neatness with regard to cleanliness, dress, and appearance are required at all times. If a student is out of uniform for any valid reason, a note of explanation must be sent to the homeroom teacher.

Girls' Uniforms

1. Girls in grades K-4 may wear either a tunic style jumper or a V-neck pleated jumper in the LCA uniform plaid. Long or short-sleeved white blouses or white turtlenecks with no ornamentation are mandatory with the jumper.
2. Girls in Grades 5 - 8 may wear a pleated skirt, a kilt, or a skort in the LCA uniform plaid. Skirts must come down at least as far as the top of the knees.
3. Long or short-sleeved banded polos in white, burgundy, and navy will be the ONLY uniform shirt worn with a skirt for girls in Grades 5 - 8. Any t-shirt worn under the polo shirt must be solid white, short sleeved, with no logo visible. T-shirts must be tucked in so as not to hang below the shirt. A white, navy or burgundy turtleneck may be worn under long-sleeved polos only.
4. Girls in Grades K - 8 may wear navy or khaki pants* with a white, burgundy, or navy long or short-sleeved polo shirt. No denim pants or pants with leg pockets or rivets may be worn. If a polo shirt is worn that does not have a banded bottom, it must be tucked in and a belt must be worn (if the pants have belt loops). A white, navy or burgundy turtleneck may be worn under long-sleeved polos only.
5. Navy or khaki walking shorts will be permitted in August, September, May, and June. No shorts with leg pockets or any type of ornamentation may be worn. If a polo shirt that does not have a banded bottom is worn with the shorts, it must be tucked in and a belt must be worn (if the shorts have belt loops).
6. Girls may wear solid colored cardigans, pullover sweaters, or sleeveless pullover vests in navy, burgundy, or white. These are not a required part of the uniform.
7. Girls must wear plain crew socks with fold-over cuffs or knee socks. Socks may be white, navy or burgundy. White, navy or burgundy tights may be worn in cooler weather. Low rise socks or peds are not permitted.
8. School style dress shoes must be worn with the uniform (no clogs or backless shoes).
9. No visible tattoos, piercings, jewelry, or other accessories are permitted with the following exceptions:
 - a. One pair of small post or hoop earring to be worn on ear lobe only. No dangling earrings
 - b. One small Catholic religious symbol on a thin gold/silver chain
 - c. One watch
 - d. One ring worn on ring finger

10. No make-up or nail polish may be worn in school. Students with make-up or nail polish on will be sent to the office to remove it.

*Schoolbelles refers to their flat-front pants and shorts as "mid-rise." These may be worn, but no other "mid-rise" pants are acceptable.

Boys' Uniforms

1. Boys in Grades K-8 may wear navy blue or khaki slacks/trousers. These pants may be corduroy, polyester, or cotton twill. No denim pants or pants with leg pockets or rivets may be worn. Slacks/trousers must be worn at waist level.

2. Navy or khaki walking shorts will be permitted in August, September, May, and June. No shorts with leg pockets or any type of ornamentation may be worn.

3. Boys in Grades K-8 may wear long or short-sleeved polo shirts. These shirts may be white, navy, or burgundy. The only logo permitted on these shirts is the LCA logo. If a t-shirt is worn under the polo shirt, it must be solid white and short sleeved, with no logo visible. A white, navy or burgundy turtleneck may be worn under long-sleeved polos only.

4. A belt must be worn when the slacks/trousers have loops.

5. Boys may wear solid colored cardigans, pullover sweaters, or sleeveless pullover vests in navy, burgundy, or white. These are not a required part of the uniform.

6. Boys may wear solid color white, navy or burgundy crew socks. No low rise socks or peds are permitted.

7. School style dress shoes must be worn with the uniform.

8. No visible tattoos, piercings, jewelry, or accessories are permitted with the following exceptions:

- a. One small Catholic religious symbol on a thin gold/silver chain
- b. One watch
- c. One ring worn on ring finger

Hair

Students will have simple, neat, and conservative hairstyles that are consistent with the simple, tailored appearance of our school uniform. We reserve the right to control extremes in hairstyles. Boys' hair must be trimmed above the eyebrows, ears, and collars. No unusual fads or designs may be worn including, but not limited to:

- bleached or dyed hair
- shaved all or parts of the head
- excessively teased hair or hair that is unkempt
- ponytails worn by boys
- accessories that may be distracting
- spiked hair

Physical Education Uniforms

All students must wear solid color navy blue shorts or LCA shorts, a plain white t-shirt or LCA t-shirt, and tennis shoes. In cooler weather, appropriate solid color navy blue or LCA sweat pants

may be worn. Logos or writing of any kind, other than the LCA logo, are not permitted on shorts or sweatpants.

Spiritwear

LCA crewneck sweatshirts may be worn over the uniform shirt during the school day. Hooded sweatshirts or fleece jackets **may not be worn** in the building during the school day.

Clinic

The role of the School Nurse is to provide first aid for minor injuries and illnesses, to administer medications, and to notify parents if the symptoms appear serious. The nurse also conducts examinations in the areas of vision, hearing, and scoliosis detection. Parents are notified of the screening results when follow-up care is needed.

Lakewood Catholic Academy furnishes an Emergency Authorization Form that directs the school's course of action in each individual case. It is essential that the parent/guardian notify the school of changes in phone number, address, or employment throughout the school year so this data is always current, especially in the event of an emergency. **Three (3) Emergency Authorization Forms must be completed every year for every student.**

Clinic Hours

The Clinic is staffed by a qualified school nurse from 8 a.m. - 3 p.m. every day.

Clinic Pass

Students must have a clinic pass or note from their teacher in order to be seen in the school health clinic. The only exceptions to this policy are students taking daily medication(s) and those who are bleeding or vomiting. Students who do not have a pass will be sent back to their classroom.

Health Forms and Immunization Records for Pre-K Students

Health Forms and Immunization Records are due on or before the opening day of the school year for all new students. According to Section 3313.671 of the Ohio Revised Code, it will be necessary to exclude all students from school who do not meet the following requirements on the 15th day after school entrance.

1. Four (4) doses of Dtap, DTP, or DT (diphtheria, pertussis, tetanus) or any combination thereof
2. Three (3) doses of OPV or IPV or any combination of OPV or IPV
3. One (1) dose of MMR (measles, mumps, and rubella) administered on or after the first (1st) birthday
4. Three (3) or four (4) doses of the Hib vaccine, depending on the vaccine type and the age when the child began the first (1st) dose and the last dose is after twelve (12) months OR one (1) dose if given on or after fifteen (15) months of age.
5. Three (3) doses of Hepatitis B.

Medical examinations are required for ALL Preschool students.

Health Forms and Immunization Records for Grades K - 8.

Health Forms and Immunization Records are due on or before opening day of the school year for all new students. According to Section 3313.671 of the Ohio Revised Code, it will be necessary to exclude all students from school who do not meet the following requirements no later than the fifteenth (15th) day after school entrance.

The following is a list of the minimum immunization requirements that are mandatory under Ohio law:

1. Four (4) doses of DPT, DTap, DT (diphtheria, pertussis, tetanus). If received before fourth birthday, a fifth dose is required for kindergarteners if the fourth (4th) dose was administered prior to the fourth (4th) birthday..

2. Four (4) doses of OPV and IPV if a combination of the two were administered.

Four doses (4) of all OPV or all IPV is required if the third (3rd) dose of either vaccine was administered prior to the fourth (4th) birthday.

3. Two (2) doses of MMR (measles, mumps, rubella). Dose 1 must be administered on or after the first (1st) birthday. The second (2nd) dose must be administered at least twenty-eight (28) days after Dose 1.

4. Three (3) doses of Hepatitis B vaccine; the second dose must be administered at least twenty-eight (28) days after the first (1st) dose. The third (3rd) dose must be given at least sixteen (16) weeks after the first (1st) dose and at least eight (8) weeks after the second (2nd) dose. The last dose in the series (3rd or 4th dose) must not be administered before the age twenty-four (24) weeks.

5. Students in Grades K-2 must have one (1) dose of the varicella (chicken pox) vaccine on or after their first (1st) birthday.

A tuberculin skin test to determine if your child has been exposed to tuberculosis is highly recommended, but not required.

Medical examinations are required for ALL kindergarteners.

Medication Policy

Medications will be dispensed by the school nurse (or substitute nurse) pursuant to these guidelines:

- All medications, prescription and non-prescription, must be kept in the Clinic and furnished by the parent/guardian.
- Only authorized school personnel will be permitted to dispense medications to any student. Authorized personnel include the School Nurse (or substitute) and other Lakewood Catholic Academy faculty/staff as designated by the School Nurse for special circumstances (e.g., a field trip).
- A completed Medication Consent Form (available in the school office or Clinic) must be brought to the Clinic with the medication. This completed form must include the full name of the child, the name of the medication and the dosage, the time it is to be given, the reason for the medication, special instructions if applicable, the physician's phone number, the physician's signature, and the parent or guardian's name, phone number, and signature. **No medications will be administered without this completed form.**

- Prescription medications must be in a labeled container from the pharmacy. The label must include the child's name, name of the medication and dosage, administration instructions, and prescribing physician's phone number. A physician's signature will be required on the Medication Consent Form. (Note: when having a prescription filled, a request can be made for a second bottle to be labeled for school purposes)
- A physician's signature is required for all medications including non-prescription medications.
- Non-prescription medication must be in a sealed original container and labeled with the child's full name and any administration instructions. Medications will not be accepted or administered if they are not sent in the original labeled container.
- During the final week of school, parents should make arrangements with the School Nurse to return any unused medications.
- Any medication remaining in the clinic on the last day of school will be discarded.
- In no event is any representative of the school to assure a parent that anything more than a reasonable effort will be made to assist the student in taking a medication.

Contagious Illnesses

To help control the spread of contagious illnesses, please keep your child at home if he/she appears to be ill. The following guidelines have been established to determine when a child should be kept home or sent to school:

Temperature --- Anyone with a temperature of 100° F or higher must stay home until they are fever free for twenty-four (24) hours.

Vomiting or diarrhea --- Anyone with vomiting or diarrhea must stay home until they have been symptom-free for twenty-four (24) hours.

Strep throat --- Anyone diagnosed with strep throat must remain home until they have taken an antibiotic for at least twenty-four (24) hours.

Severe or productive cough --- Anyone with a cough that is severe (non-stop) or productive (produces mucus) must stay home until the cough has resolved or is no longer productive.

Flu symptoms --- Anyone with flu symptoms (combination of fever, headache, aches and pains, fatigue, chest discomfort, stuffy nose, runny nose and/or sore throat) must remain home until the symptoms have resolved.

Chicken pox --- Anyone with chicken pox may not return to school until the last area is scabbed over.

Head lice --- Anyone with head lice is not permitted to return to school until thoroughly treated, there is no evidence of lice or nits, and documentation of treatment is brought to school

Conjunctivitis (pink eye) --- Anyone with pink eye must be taking eye drops for twenty-four (24) hours before returning to school.

If a student is sent home from school with a fever, vomiting, or diarrhea, he/she must be free of illness for at least twenty-four (24) hours before returning to school. This policy is necessary to prevent the spread of illness to other students and staff as well as for the protection of the student.

Dismissal Due to Illness

When a student becomes ill or is injured during the school day and needs to be sent home, parents must make arrangements to have the child picked up within an hour. If parents are unable to pick up their child within that time frame, they must make other arrangements. These arrangements must be communicated to the Main Office and/or School Nurse. Students will not be permitted to dismiss themselves by calling home. No student may go home alone. Students will only be dismissed to parents/guardians or the emergency contact people listed on the Emergency Authorization Form or to someone with whom the parents has made other arrangements. Everyone will be asked to show identification when picking up a student.

Prolonged Illness

The school should be notified immediately in the case of a prolonged illness. A doctor's verification that a student will be absent for at least six weeks is required so that tutoring may be arranged through the local public school district.

911

If it is necessary to call 911 because of an emergency situation, the student will be taken to Lakewood Hospital or the nearest available hospital.

Miscellaneous

Office Hours: 7:30 a.m. - 3:30 p.m.

Emergency Closing

In case of severe weather, the official announcement for school closings may be heard over local radio and television stations. If Lakewood City Schools are closed due to inclement weather, Lakewood Catholic Academy will be closed. **Please do not call the school concerning closings.**

Birthday Celebrations

A student may choose to be out of uniform on his/her birthday. If the birthday falls on a weekend, he/she may choose to be out of uniform on Friday or on Monday. Days will be designated during the month of May for students who celebrate summer birthdays. Although this is a non-uniform day, appropriate clothing must be worn. The administration reserves the right to require a change in clothing if a student's outfit is inappropriate for a Catholic school setting.

Homeroom teachers will set specific guidelines for classroom birthday celebrations.

Field Trips

Students will have the opportunity to participate in field trips that enrich the curriculum. All students will participate in field trips, if possible. A parent permission slip is required for each field trip. In extraordinary circumstances, parents may fax (216-521-0515) a field trip form (found in the Parent Handbook or on the LCA website) to the office. Students who do not bring in a field trip form will **NOT be permitted to call home on the day of the field trip. Students who do not have a completed field trip permission slip will NOT be permitted to go on the field trip.** If a student does not have a permission slip, schoolwork will be provided for the child for the duration of the field trip.

Ordinarily, transportation will be provided through a local bus company. All bus safety rules are strictly enforced and all students are expected to follow these safety guidelines. In most cases, there will be a fee for field trips. **All students will be required to ride the bus to and from all field trip locations.**

A permission slip will be sent home at the beginning of the school year requesting permission to take your child(ren) to Lakewood Park at any time throughout the year.

The Administration reserves the right to make changes at any time to the policies and procedures contained within this Handbook.

Before- and After-Care Programs

The Before and After Care Programs of the St. James Child Care Center is located at Lakewood Catholic Academy. The program operates at Lakewood Catholic Academy on scheduled school days and vacation days during the school year. *If LCA is closed due to weather or another emergency situation, the Before and After Care Programs will not operate.*

Hours of operation for the Before- and After-Care Programs are:

7:00 a.m. to 7:50 a.m. before school

3:00 p.m. to 6:00 p.m. after school, every day that school is in session.

Please call the St. James Child Care Center (216.521.4125) for registration information.

****The Before and After Care Programs will not meet on Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Good Friday.***

Tuition/Registration

Tuition is the primary source of revenue for LCA. It is determined and set each year at the minimum level necessary to provide the funds, along with other sources, to pay our staff and to operate LCA. The timely payment and collection of tuition is essential for the orderly operation of LCA.

At the present time there are two tuition rates, one for parishioners, and one for non-parishioners. The requirement for eligibility for the parishioner rate appears below.

Payment Options

There are two payment options for Tuition:

- 1) Tuition Management System (TMS) – for those parents who wish to pay tuition monthly, payments are collected through TMS on the 10th or 25th of each month. Payments are either direct debit, by check or by credit card.
- 2) By Check – for those parents that wish to pay by check, payments can be made either annually on August 25th, semi-annually on August 10th or 25th and January 10th or 25th or quarterly on August 10th or 25th, November 10th or 25th, February 10th or 25th and May 10th or 25th.

All families are required to complete the TMS form and remit it to the Business Office prior to May 15th regardless of which option you choose.

A charge of \$25.00 will be assessed if a check or direct debit should be returned due to non-sufficient funds. This charge will be added to the next payment.

On a quarterly basis, if tuition is in arrears, a letter will be sent out to parents informing them of the outstanding balance. If overdue tuition is not paid by the day report cards are to be distributed, your child/children will not receive his/her report card and will not be permitted to attend classes until the balance for that quarter is paid in full.

All tuition must be paid prior to LCA's sending home the final report card at the end of the school year, and no records will be transferred to another school unless all financial obligations have been met.

We understand that there are certain circumstances for which this policy may need to be adjusted and LCA is willing to accommodate special situations. In such circumstances, it is necessary to contact Cathie McPhie, the LCA Controller, as soon as possible to discuss your situation and to develop a resolution that is acceptable to all involved.

Please feel free to contact Cathie McPhie with any questions or concerns. The Business Office number is 216-521-0438.

Parishioner Support

For a family to benefit from the parishioner tuition rate, they must be a member in good standing of one of the sponsoring parishes, and must obtain a letter each year from that parish indicating that the parish is willing to provide support to that family.

Families that are members of other parishes are encouraged to approach their parish to request similar support (\$1000 per child per year paid by the parish directly to LCA).

A copy of the letter from the parish **must** be filed **each year** with the business office for the family to be eligible for the discounted tuition rate. This letter should be submitted with the registration packet.

Financial Assistance/Scholarship

Families that wish to be considered for assistance with tuition must file a PSAS form in the spring of the current year for aid the following school year.

PSAS is a confidential independent third party—Private School Aid Service—which handles all aspects of the financial aid and verification process.

The PSAS form can either be obtained in the Business Office or on line at www.psas.org. after February. Applications must be filed with a current tax return.

The earlier an application is submitted, the greater the chances are of receiving assistance. PSAS forwards their reviewed results to the Diocese of Cleveland, and once the Diocese determines their awards, the requests are sent to LCA. Parents will be advised of LCA's scholarship/financial assistance awards during the summer.

For further information or questions, please contact Cathie McPhie in the Business office at 216-521-0438.

Registration and Fees

Registration takes place beginning at the end of January during and after Catholic Schools week for the majority of our families.

A **Registration Fee** is set annually and is due and payable by March 1st of the current year for the next academic school year. This Fee is a non refundable payment that reserves a place for your child/children for the coming school year.

Payment of the registration fee in a timely manner is crucial as it allows LCA to budget for staff and enrollment for the coming year. Because of the importance of these fees to our budgeting process, registration fees received after the March 1st deadline will be increased by \$50.00 per child.

A **Technology Fee** is charged annually per student subject to a family maximum to allow LCA to provide and update the school's technological capabilities. This fee is due and payable by August 25th.

Parent Involvement

At Lakewood Catholic Academy, we believe that parent involvement is a key factor not only in the academic success of every child, but also in our strength as an institution. Parents' generous gifts of their time and talent help to create a strong community, ensure ownership in the institution, and set an example of Christian service for their children. Lakewood Catholic Academy could not exist without the generous support of the parents in the LCA community. There are numerous ways in which parents can become involved at Lakewood Catholic Academy.

Parent/Community Volunteers

Volunteers assist our faculty, staff, and administration to accomplish many activities and projects within the school. Everyone is encouraged to contribute in some way for the betterment of the school and for the education of our children. Information regarding ways in which people can become involved as Room Parents, library helpers, clerical volunteers, etc. is sent home at the beginning of each school year. **All parent volunteers must be Virtus certified and fingerprinted.**

For information on Virtus training sessions, click on the “Help” link at www.virtus.org and select “Cleveland, OH (Diocese)” from the “List of upcoming Protecting God’s Children classes in your area” link.

LOFT

(Lakewood Catholic Academy Organization of Families and Teachers)

The goal of LOFT is to be the voice of the families of Lakewood Catholic Academy. LOFT's Board and all members of LOFT seek to promote positive interactions among and between LCA's children and parents. LOFT raises monies to be used for equipment, teacher’s supplies and bonuses, along with other needs as communicated by LCA's administration.

All parents/guardians of LCA students can become members of LOFT and will be welcomed to attend all LOFT general meetings. A copy of the LOFT by-laws is on file in the Main Office. Additional information regarding LOFT can be found at www.lakewoodcatholicacademy.com.

Athletics

Lakewood Catholic Academy Athletic Boosters is dedicated to bringing quality athletic programs to the students (including PSR students) of our three founding parishes: St. Clement, St. James, and St. Luke.

The following CYO sports are sponsored by the Lakewood Catholic Academy Boosters:

Cross Country
Basketball
Track

Football
Baseball

Volleyball
Softball

We also offer three (3) activities not affiliated with CYO – Intramural Basketball, Ski Club, and Lacrosse. **All coaches are interviewed and must be Virtus certified, CYO certified, and fingerprinted.**

Lakewood Catholic Academy student-athletes are held to the highest standards. Student-athletes must meet academic eligibility requirements and, along with coaches and parents, must adhere to the guidelines set forth in the Lakewood Catholic Academy Athletic Agreement. The Athletic Agreement, academic eligibility requirements and competitive philosophy can be found at www.lakewoodcatholicacademy.com.

Bullying

We recognize that attitudes and practices can contribute to bullying and result in lower levels of confidence and self-esteem, as well as lack of achievement. The purpose of this policy is, therefore, to promote a consistent approach to bullying and to create a climate in which all types of bullying are regarded as unacceptable.

For our purposes, bullying is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but will not be limited to, actions, such as verbal taunts, name calling and put-downs, including ethnically based or gender based verbal put-downs, extortion of money or possessions, and deliberate exclusion from peer groups within school." Such conduct is disruptive of the educational process and not in keeping with our goals to "provide an environment in which each child feels important and comfortable," and to help students integrate the values of their Catholic faith into their daily lives.

Students who engage in any type of bullying while at school, a school function, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion.

Students who believe they are victims of bullying shall report the matter to the Dean of Students, who shall be the investigator for allegations of bullying. All reported incidents of bullying shall be kept in a separate file. If the incident results in a child's suspension or expulsion, it shall become a part of that child's permanent record.

1. The complaint of bullying shall be as specific as possible regarding details (dates, times, location, frequency, etc.)
2. The Dean of Students shall immediately investigate the complaint and shall make written notations for the specified allegations.
3. Information acquired during the investigation shall include names of witnesses, dates, times, and the specific charge of bullying. All parties involved in the incident shall be heard.
4. If information acquired during the investigation substantiates the allegation of bullying, the parent(s) of both the victim and the perpetrator shall be notified.
5. The need for confidentiality shall be stressed.
6. No reprisals shall be tolerated against complainant(s), witness(es), or individual(s) involved in the investigation.
7. The Dean of Students shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition consistent with the mandates of the Family Educational Rights and Privacy Act.

Family/Custodial Situations

As there are an increasing number of families experiencing transitions in parental custodial relationships and laws governing divorce settlements and custody have recently been changed, we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. Lakewood Catholic Academy personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to, conference appointments, report cards, progress reports, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared *by* the parents and *between* the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform *both* the principal and teacher of this fact so that appropriate support can be given to the child. Lakewood Catholic Academy personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear *custody by one parent*, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the *custodial parent*. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent. We will, unless instructed by a court order, release such report cards, health records, referrals for special services, and communications regarding major disciplinary actions. This does not include daily classwork and papers or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, unless restricted by court order, any non-custodial parent has the right to attend any school activity of their child, including sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of joint custody (shared parenting agreements) entitling both parents access to school personnel and activities, one copy of communications and information will be sent home with the child, unless the main office is otherwise notified.

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that *one* conference appointment be scheduled jointly if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf

of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and/or misinterpretations.

In cases where joint conferences are *clearly* neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by Lakewood Catholic Academy's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

Questions concerning these procedures or circumstances that might necessitate other arrangements should be directed to the attention of the principal.

Search and Seizure

All property of the school, including students' desks and lockers, as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as all containers, book bags, backpacks, purses, or articles of clothing that are left unattended on school property.

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, and other item, the possession of which is prohibited by law or by school policy.

Student Threats

At the recommendation of the Diocesan Legal Office, Lakewood Catholic Academy has adopted the following Student Threats policy:

1. Any and all student threats to inflict any harm to self or others will be taken seriously. Students giving some indication that they "would kill," "could kill," "wants others dead," etc. will be dealt with immediately.
2. Whoever hears the threats should report it to the Dean of Students immediately.
3. Police shall be notified immediately.
4. The student shall be kept in the Dean of Student's office under supervision until the police arrive.
5. The parent/guardian of the student who has made the threat shall be notified immediately.
6. The student shall be suspended and not permitted reentry into the school until there has been a psychiatric evaluation and receipt by the school principal of a written statement from a psychiatrist stating that the student is not/does not pose a danger to self or others.

7. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.

8. Additionally, should a threat be made, the school shall secure counseling for students involved after obtaining parental permission.

Parents should seriously discuss the above policy with their child(ren). It is important for them to know that threatening language, even if used "lightly," may put them in a very serious situation.

Weapons Policy

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, teachers, staff members, administrators, and other personnel in the school.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon." (O.R.C. 2923.11A) Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police and the Diocesan Legal Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in or out of school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parent(s)/guardian(s) may be required to sign a probation contract that includes all conditions of the student's retention at Lakewood Catholic Academy. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the school administration after recommended consultation with the Diocesan Legal Office.

Sexual Harassment and Sexual Violence Policy

Purpose

Lakewood Catholic Academy is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Lakewood Catholic Academy expressly prohibits sexual harassment and sexual violence in the school environment. This policy reemphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds, continuing an unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendos'; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the Student Code of Responsibility.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to any of the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/principal conference
- Written warning/reprimand and parent notification entered in the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention
- Suspension
- Expulsion

Sexual Violence

Sexual violence is handled separately because of its potential criminal nature. If an incident of sexual violence occurs, the principal, Pastor Designate, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Lakewood Department of Youth Services and the police will be contacted immediately if there is "any reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen (18) years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched in a sexual manner without his/her consent; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C. 2907.03), Rape (2907.02), Importuning (O.R.C. 2907.09), Voyeurism (O.R.C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12),

as examples. In each one of the above examples, the Lakewood Department of Youth Services and the police will be contacted immediately.

Policy on Youth Gangs

Youth Gangs

Youth gangs and gang related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose of practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activities include, but are not limited to:

Recruitment

Initiation

A manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories that by virtue of color, arrangement, trademark or other attribute denotes membership in a gang

Displaying gang markings or slogans on school or personal property or clothing

Having gang tattoos

Possessing literature that indicates gang membership

Fighting, assault, hazing,

Extortion

Establishing turf

Use of hand signals, gang vocabulary and nicknames

Possession of weapons or explosive materials

Possession of alcohol, drugs, drug paraphernalia

Attendance at functions sponsored by a gang or known gang members

Exhibiting behavior fitting police profiles of gang-related drug dealing

Being arrested or stopped by police with a known gang member

Selling or distributing drugs for a known gang member

Helping a known gang member commit a crime

Any other actions directly resulting from membership or interest in a gang.

Consequences

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Student may be referred to counseling (personal and/or family)
4. Student may be referred to the Lakewood Division of Youth Services or other welfare or childcare agencies of Cuyahoga County.
5. Student may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Student may be referred to the Task Force on Violent Crime.
7. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.

8. Student may be suspended and/or expelled as already outlined in the school discipline policies.
9. Parent(s)/student will be held financially responsible for all forms of vandalism.

Jurisdiction

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school property will be determined in cooperation with diocesan legal authorities, the police, the school administration and/or the Board of Directors, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

Related Policies

In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:

1. Dress Code and Uniform Policy as stated in the Parent Handbook.
2. Discipline policies and consequences as stated in the Parent Handbook.
3. The right of school authorities to search lockers, student desks, and, upon request, personal property, if suspicion of gang involvement exists.
4. Policies and procedures relative to scheduling, supervision, and attendance at school sponsored events held during the school day, in the evening or on weekends, whether held on school property or at other facilities.
5. Policies and procedures established relative to participation in and attendance at school sponsored athletic functions whether held on school property or at other facilities.
6. Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

Prevention

In order to assist students in the development of positive self-esteem, decision making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the administration and/or Pastor Designate.

AIDS Policy

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 8 shall be permitted to attend school education programs in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in the regular academic school activities.
2. The child behaves acceptably, and in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other conditions that prevent his/her control of bodily secretions.

4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

The Pastor Designate and the Principal will confer with the appropriate persons and consult with the Diocesan Regional Superintendent before the Pastor Designate makes the final decision on each case in the parish school.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (acquired immune deficiency syndrome), ARC (AIDS related complex), or other illness caused by HIV (human immune deficiency virus, the virus that causes AIDS, also known as HTLVII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child,

Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the child's participation in school activities.

A student with AIDS who is excluded from Lakewood Catholic Academy shall be provided with an alternative means of catechetical instruction.

Use and Abuse of Alcohol and Other Drugs Policy

Lakewood Catholic Academy recognizes that substance abuse in our nation and our community exacts staggering costs in spiritual, personal, social, and economic terms. Substance abuse can produce impaired performance and reduced productivity, absenteeism, accidents, wasted resources, lowered morale, rising health care costs and diminished interpersonal relationship skills. Drug and alcohol involvement among students, faculty, and staff negatively influences the school learning environment and diminishes the health and well being of all.

Lakewood Catholic Academy recognizes that the problem of drug and alcohol abuse does not respect any group or age, and that the dependency stage of alcohol and drug abuse constitutes a treatable illness.

It is further recognized that health and social problems of youth are primarily the responsibility of the family, and that parents have the primary responsibility for assisting their children with such problems.

As educators in the Church, we, in an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each individual. We also recognize that we have an obligation to the common as well as the individual welfare of students and educators, and that a safe environment for learning must be provided. Alcohol and other drug-related activity endangers the ability to learn and teach; disrupts classrooms; threatens safety; contributes to a climate of fear and disregard for authority; and may put nonusers at risk of becoming involved (inadvertently) in illegal acts.

It is forbidden for any student to manufacture, distribute, dispense, possess, use, or be under the influence of, in the school setting, any alcoholic substance, any intoxicating or auditory, visual or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined by federal or Ohio law or rule, or any counterfeit of such drug, or substance, all being collectively referred to as drugs. School setting includes any school building or any school premises; any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school.

Students who violate this policy will be subject to disciplinary procedures that may result in suspension or expulsion from school. While each student is expected to comply with the school's standards for performance, school authorities may hold penalties in abeyance if students and their parents demonstrate willingness to seek appropriate assistance, and if acceptable progress and satisfactory performance is observed. Where violations of the law are involved, law enforcement agencies will be notified.

Lakewood Catholic Academy will promote, enhance, and maintain a drug-free school through a systematic program of coordinated student assistance services, prevention through instruction, intervention, administrative enforcement procedures, and recovery support.

Student Pregnancy Policy

Principles

Two sets of principles are to be applied in the situation of the adolescent pregnancy in the Catholic school setting. One set of principles applies to the teaching on respect for human life. The second set of principles applies to effective school management.

Principles of Respect for Human Life

These principles apply to the moral teaching of the Catholic Church on the sanctity of the human person. In the situation of student pregnancy, these principles refer to the teaching on the sanctity of human sexuality, the sacrament of marriage, the dignity of the unborn child, and the care that must be extended to the pregnant student and father.

In applying these principles, the specific topic of premarital sexual activity, while not entirely irrelevant to the episode of the pregnancy, is not to become the major focus of attention in dealing with the pregnancy.

The principles of the dignity of human life are directed to the mandate from Jesus in the Gospel, to mercy, kindness, and compassion for each person, regardless of the circumstances that may contribute to their state and condition. These principles are compelling, in that the very essence of the Church is to be the living presence of a loving god, a presence addressed to individuals in their human condition.

Together, these two sets of principles flow from the call of the Church to respect life and dignity, and together, these principles provide one part of the framework to resolve the issues presented when a student, male or female, is involved in a pregnancy in the school setting.

Principles of Effective Management

Effective school management is directed to the welfare of all members of the academic community, since the primary purpose of the school is to provide an atmosphere for learning, and for experiences that will contribute to the growth and development of the students.

These requirements of effective school management are to be applied for both the male and female individuals involved, though admittedly, these situations will not be exactly the same. While respect for human life is of prime importance, due respect for effective school management is not to be neglected in coping with the potentially disruptive aspects of pregnancy in the school setting.