

# Parent-Student Handbook 2018-2019



LAKWOOD  
CATHOLIC  
ACADEMY

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## **LAKWOOD CATHOLIC ACADEMY**

Diocese of Cleveland, Ohio

### **Administration**

President: Mr. Brian Sinchak

Principal: Ms. Brenna Warrell

Dean of Students: Mr. Michael Fletcher

Dean of International Baccalaureate Program: Mrs. Eileen McGuire

Director of Early Childhood Learning: Mrs. Jennifer Berardinelli

Director of Admissions: Mrs. Paula Santa

Business Office Manager: Mrs. Marge Lanzola

## **PARENT-STUDENT HANDBOOK 2018-2019**

### **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, St. Luke, and Transfiguration 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 nine-acre campus located on the shores of Lake Erie 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.

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## **Our Vision**

Lakewood Catholic Academy strives to provide each member of our community with the highest quality educational experience that is rooted in the Catholic faith and the common humanity that unites us all.

## **Our Mission**

Lakewood Catholic Academy educates tomorrow's global leaders by providing an international, concept based curriculum expressed in contextual learning experiences. We instill in each student a lifelong commitment and ethical responsibility to the Catholic principles of peace, justice, equality, service and respect for all life.

## **Our Core Values and Beliefs**

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 academic growth.

We believe in a holistic, balanced approach to the child, focusing on spiritual, emotional, academic, artistic, athletic and social development in equal measure.

We believe that a respect for a diversity of cultures and a commitment to global citizenship is foundational to an international education.

We believe that it is important for the school to work in collaboration with families, the Church, and our local and global communities in order to shape the faith formation of our students.

We believe that each child is an individual, and we must educate each child in a fashion that uniquely reflects that child's particular needs and abilities.

We believe in nurturing our learners to be knowledgeable, principled, caring individuals who strive for personal and academic growth and are inspired to follow the example of Jesus Christ.

Because no handbook can be all inclusive or anticipate every situation, this clause empowers the administration of Lakewood Catholic Academy to take any measure they deem necessary to ensure the smooth operation of the school, the safety of its faculty, staff, and students, and the advancement of all aspects of the educational process as defined by its mission, accreditation, and charter. This includes taking disciplinary action for any behavior that violates the spirit and philosophy of Lakewood Catholic Academy, even though not specifically stated in this handbook. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

Any aspect of this handbook is subject to change, addition, or deletion by the administration. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions.

**Annual Admission – Continuing Enrollment**

Admission to Lakewood Catholic Academy is on an annual basis. Any student who is offered a probationary contract as part of his/her return to Lakewood Catholic Academy will not be considered as enrolled until that probationary contract or conditional acceptance has been signed by both student and parent/guardian and returned directly to the main office by the date stipulated on that document or the accompanying letter. Failure to comply will result in the withdrawal or recommendation for expulsion of that student.

**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, provided by the city of Lakewood, will be stationed at the following locations:

Cook Avenue and Lake Avenue  
Cook Avenue and Clifton Boulevard

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**

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. Please place the school issued hang tag, which includes family last name, on your rearview mirror during pickup. 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**

The row of parking spaces directly in front of Holy Family Learning Center is not available to Lakewood Catholic Academy parents/visitors.

**School Day**

In an effort to ensure the safety of our students, only the northwest and northeast doors may be entered from 8:00 a.m. – 3:00 p.m. 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 a member of the administrative team and the child's teacher(s) to determine if the child is prepared to move on to the next grade.

For the health of the school community, we encourage children to stay home if they are ill. In order to promote this choice, LCA does not award perfect attendance.

**School Hours**

School hours are 8:00 a.m. - 3:00 p.m.  
Preschool AM Sessions are 8:00 a.m. – 12:00 p.m.  
Pre-K Full Day Sessions are 8:00 a.m. – 3:00 p.m.

Students should not arrive at school before 7:40 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.

We understand that many parents want to be of assistance to their children as they prepare for the school day. We also recognize the need for students to develop a sense of independence and responsibility. Parents of students in grades K-8 are permitted in the school building during arrival only through September 30<sup>th</sup>. From that time on, students will be expected to enter the building and be in the classroom by 8:00 a.m. without adult assistance. Parents of preschool students, as well as parents walking through to Holy Family Learning Center, are permitted in the building year round.

All students must be in their homerooms by 8:00 a.m. Failure to do so will result in the issuance of a tardy slip.

**Tardiness**

Students who have not reported to their designated locations by 8:00 a.m. will be considered tardy. Students arriving after 8:00 a.m. must report to the main office.

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 in grades 4-8 is tardy five times in a quarter, he/she will serve a detention. If it is determined that tardiness is a concern for a student in grades K-3, a parent meeting with the teacher or school administration may be warranted.

**Absences**

Please call the main office (216.521.0559 and select the Attendance Extension) by 8:30 a.m. if your child is absent or tardy. You may also email or use our mobile app, available for free on all smart phone devices. The main office must be notified every day that your child is absent. No calls or verbal reports are accepted from minors.

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.

A student who is absent for a full school day or who has left school due to illness should not attend any after school activities including, but not limited to, athletic practices and games as well as other extracurricular functions.

**Special Dismissal or Absence**

If parents/guardians know in advance that the student will not attend school for a valid reason, a note or email must be sent to the school office and the student's teacher. 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, prior to leaving, the student must present a note signed by the parent/guardian stating the reason for the early dismissal. Students must be picked up in the main office by a parent/guardian or other authorized adult. Students will only be released to an 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 actions. Therefore, students will only be permitted to call home before 8:10 AM for forgotten items such as P.E. uniforms, homework, projects, school uniforms, musical instruments, field trip permission, etc. Parents are not permitted to deliver forgotten items to a student's locker or classroom. 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, parents may request take-home work. To do so, please write a note, or e-mail the teacher to make plans to pick up the work. It is recommended that students who are absent check the portal regularly and keep up with assignments when possible. 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 policy about late work). 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.

In the event that a summative assessment is administered during or immediately following a student's extended absence (more than two days), the teacher will administer the assessment within a reasonable amount of time after the student's return to school. If the absence is of a brief duration (one or two days), the student will be responsible for completing the assessment upon returning to school.

### **Late Work Policy (Grades 5-8)**

Students are expected to complete all assignments to the best of their ability. Assignments are intentionally designed to help students succeed. Students who fail to complete or turn in assignments risk losing credit for those assignments and are more likely to be unprepared for summative assessments. If an assignment is not submitted on time, the student will receive an "incomplete," and the assignment will be recorded as a zero. The student will have two weeks or until the end of the academic quarter, whichever comes first, to submit the assignment for partial credit. Students who struggle to complete assignments at home are strongly encouraged to attend office hours in order to receive support.

### **Medical Appointments**

Medical and dental appointments during school hours are strongly discouraged. If these are unavoidable, the parent/guardian must send 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 school office 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 schedule 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 out of town the main office must be informed 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 via email or by phone (216-521-0559).

### Telephone Calls

Every effort will be made by the administration and teachers to return calls within 24 business hours. Teachers will not accept phone calls during instructional time (8:00 a.m. – 3:00 p.m.). 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. 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 administrators 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 through the PlusPortals website, 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.

### Email

The teachers' addresses are listed in the school directory and on the Lakewood Catholic Academy website ([www.lakewoodcatholicacademy.com](http://www.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 email messages within 24 business 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 a student brings a cell phone to school, it must be left with the child's homeroom teacher for the duration of the day. Cell phones may not be used in the school building from 7:40 a.m. – 3:00 p.m. 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. Apple Watches, or any similar devices, will be treated as all other cellular devices and must be left with the child's homeroom teacher for the duration of the school day.

### Cell Phone Policy

Any student bringing a cellular phone onto school grounds, along with his/her guardian(s), agree to the following:

1. The faculty and staff of Lakewood Catholic Academy are not responsible, in any way, for damage to or the loss of students' cellular phones.
2. All phones are to be given to each student's homeroom teacher before 8:10am and are to be **turned off** (*not placed on silent or vibrate*).
3. Phones are brought to school with the understanding that they are not to be used during school hours and will not be returned to a student until dismissal, without exception, unless a student is leaving early, in which case he/she is not to interrupt a classroom for the sole purpose of retrieving his/her cellular phone.

4. It is not the responsibility of the homeroom teacher, nor any other staff member, to seek out a student who did not collect his/her phone, nor is it the right of any student to go through the property of any teacher, or expect any other staff member to do so, to retrieve his/her phone.

Students found to be in possession of a cellular phone who are not in accordance with the aforementioned policy are subject to the following consequences:

1st Occurrence: The student's guardian(s) must come to school to retrieve the phone.

2nd Occurrence: The student will serve a 60-minute detention, after which the student's guardian(s) must come to school to retrieve the phone.

3rd Occurrence: The student will receive a one day in-school suspension, to be served immediately, during which the student will receive a zero for all assignments, including quizzes and tests. The student's guardian(s) must come to school to retrieve the phone. After the 3rd occurrence, the student will no longer be permitted to bring a phone to school.

4th Occurrence: A 4<sup>th</sup> violation of the aforementioned policy will necessitate a meeting with the Dean of Students. Consequences for a 4<sup>th</sup> violation will be administered on an individual basis, and may lead to permanent dismissal from Lakewood Catholic Academy.

The aforementioned policy applies to all students in grades K-8.

### **Weekly Newsletter**

The Parent Newsletter is distributed electronically to every family on a weekly basis. This web-based newsletter contains pertinent information regarding school activities, policies, and programs. It is important to read the newsletter each week.

### **Lunch Program**

Lakewood Catholic Academy students have the option of participating in the hot lunch program provided by Lago Dining Services. Family income may indicate eligibility for free or reduced-price meals. Applications for the reduced program must be submitted by September 7, 2018. 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 available in the main office, as well as on the school website.

No student will be given permission to leave the building for lunch unless he/she brings in a written request from a parent/guardian. This request should be presented to the homeroom teacher in the morning.

If a student realizes that he/she is without a lunch for the day, one will be provided. That student is then responsible for reimbursement to the school office, which should be in a marked envelope to the attention of the dining hall staff. A student who has a balance owed of \$15 or more will not receive another replacement lunch until the balance has been paid.

### **Packed Lunches**

If you pack a food item for your child that requires a fork or spoon, please also pack the proper utensil. Students should be able to eat their packed lunch as is, with no additional preparation

required. The staff is not responsible for the heating or further preparation of any item brought from home. The staff will certainly be available to help students with the opening of containers.

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.

### **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, *whom* 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, and learning profiles. 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.

### **Faith Development**

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 services. Students have the opportunity to help plan liturgy and to participate in various roles during Mass. Students will participate in monthly all-school liturgies as well as on Holy Days of Obligation. Special prayer services and individual class Masses are held throughout the year. Daily prayer and weekly Jesuit Examen are important elements of each student's faith life at LCA. Service and social justice projects are informed by our faith, are intentionally planned and vertically aligned, and are regularly integrated into the course of the year.

### **Curricular Framework in Grades K-4**

Students in kindergarten through fourth grade have class daily in the core courses of mathematics, reading/language arts, social studies and science. Reading class is structured using the guided reading framework.

In addition, students are exposed to music, art, technology, physical education and foreign language instruction weekly. Students in grades K-4 also participate in Catechesis of the Good Shepard, a Montessori-based, spiritual formation which takes place weekly in a dedicated atrium space.

### **Curricular Framework in the Middle Years**

The middle years at LCA consist of grades five through eight, with grades six through eight experiencing the full integration of the International Baccalaureate Middle Years Program. The

program consists of eight subject groups: language acquisition, language and literature, individuals and societies, science, mathematics, arts, physical and health education, and design. Students in grade five also receive instruction in all eight subject groups and gradually transition to the framework and expectations of the IB Middle Years Program.

The curricular framework during the Middle Years at LCA is characterized by:

- Contextual learning experiences - topics are connected to our world
- Conceptual understanding - big, universal ideas are used as a vehicle for inquiry
- Skill building - students develop skills needed to be lifelong learners
- Service as action - students initiate, experience, and reflect upon meaningful social justice projects
- International awareness - students study at least two languages and reflect upon their role as citizens of the world.

The Middle Years Program adheres to policies regarding language, assessment, academic honesty, and special needs. To find out more about the Middle Years Program at LCA and to read our policies, please visit

<http://www.lakewoodcatholicacademy.com/academics/international-baccalaureate/>

### **Care of Textbooks**

Since books are expensive both to purchase and to maintain from year to year, parents are expected 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, novels, or any other school issued publication.

### **Library**

All students have access to the Lakewood Catholic Academy's St. Augustine Library. Students may withdraw books according to the schedule established by the librarian. The books are expected to be returned on time. A 5¢ fine per day 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:

Math/Reading Tutors  
Speech & Language Pathologist  
Intervention Specialist  
Psychologist  
School Nurse  
Auxiliary Clerk

### **Grading**

A report card will be issued four times during the year to inform parents of their child's progress. Report cards will be posted on the PlusPortals website. Fourth quarter report cards will be mailed home within one week of the final day of classes; there is no need to return the envelope.

Interim progress reports are posted at mid-quarter for all students in Grades K-2. Progress reports are not issued for students in Grades 3-8. PlusPortals provides parents with the same information they would receive through a progress report. A mid-quarter reminder will be sent to all parents to encourage a review of their student's grades. In addition, teachers will be in contact with the parents of any student who is receiving a D or an F at the mid-quarter point. Students in Grades 7-8 will be subject to mid-quarter assessments to determine athletic eligibility. See section on Athletics for more detail.

The LCA grading scale is as follows:

#### GRADES K-2

##### Academics

O	90 – 100
S+	88 – 89
S	82 – 87
S-	80 – 81
N+	78 – 79
N	72 – 77
N-	70 – 71
U	0 - 69

#### GRADES 3 - 8

##### Academics

A+	98 - 100
A	95 - 97
A-	93 - 94
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

#### 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 and can have no quarter grade below B- in ANY class.

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

Merit List: Students must maintain a minimum GPA of 3.45.

Student GPAs are calculated in grades 5-8. In grades 7 and 8, quarterly GPAs are used to determine academic recognition as described above. In grades 6, 7, and 8, cumulative GPAs are used to determine eligibility for LCA's St. Thomas Society, which celebrates students' academic achievement.

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	

### **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, IB rubrics, and written class work as well as other appropriate means to measure achievement in the particular subject on a given grade level.

### **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. Parents are asked to direct questions regarding homework content and amount to the classroom teacher.

### **Parent Teacher Conferences**

Parent Teacher Conferences promote a greater understanding of the needs and growth patterns of the students, as well as strengthen home-school communications. Conference days are scheduled in advance and appear on the school calendar. All parents are expected to observe parent teacher conference dates and any special requests for meetings.

### **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 3, 5, and 7 are given the Cognitive Abilities Test (CogAt). This test is designed to measure the students' capacity to acquire the knowledge and skills that will enable them to be successful in the school.

Students in Grades 1 - 8 are given the Measures of Academic Progress assessments, designed to measure mastery of skills in reading and mathematics.

Students in Grades 5 and 8 are given the National Catholic Educational Association Assessment of Catechesis/Religious Education (ACRE) to assess 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, administrators, parents and the Diocese of Cleveland. 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 5 - 8**

Failure in an individual subject is defined as 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 - 4**

The failure to master the fundamental skills of reading and/or math, as indicated by a yearly average at or below 69%, may result in student retention.

### **Kindergarten**

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

## **Technology/Design**

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 technology/design classes and use technology as a tool in the classroom 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 technology privileges and other legal and/or disciplinary action. The policy for students' acceptable use of technology is included in this handbook, and acknowledgement of receipt and understanding of this handbook indicates understanding of and agreed compliance with the student acceptable use policy.

## **Computers, Printers, and Related Equipment**

Unsupervised use of any technology-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, programs or applications and installation of unauthorized games or other copyrighted software.

Misuse of files, data, or information is not permitted. Students are not permitted to access the files or work of other individuals without permission.

Use of the system or programs to harass any other user will not be tolerated and may result in suspension or expulsion from Lakewood Catholic Academy.

### **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. Attempts to bypass the school's internet filtering system are not permitted.

Personal information, including names, addresses, and phone numbers may not be given out. Appropriate language will be used for all online communication. Chat rooms and social networking sites 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 expected to monitor their children's internet use when they are at home.

### **Privacy**

Network storage areas, including Google Drive, will 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 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 network. Lakewood Catholic Academy expects all students to be ethical and responsible in their electronic transmissions, regardless of whether those transmissions take place on school property or school time.

Students are responsible for protecting all login information and communication devices. A student will be held accountable for all communications transmitted through his/her online accounts or through his/her communication devices.

### **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.

## Uniforms for Girls

1. Girls in grades K-4 may wear a tunic style jumper, a V-neck pleated jumper, or a skort in the LCA uniform plaid. Long or short-sleeved white blouses, polos, or white turtlenecks with no ornamentation are mandatory with a jumper or skort.
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. A 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. Denim pants or cargo pants may not 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. Cargo shorts or shorts with any type of ornamentation may not 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. LCA crewneck sweatshirts may be worn over the uniform shirt during the school day. Girls may also wear solid colored cardigans, pullover sweaters, or sleeveless pullover vests in navy, burgundy, or white. These are not a required part of the uniform. Hooded sweatshirts or fleece jackets may not be worn in the building during the school day.
7. Girls must wear plain crew socks with fold-over cuffs or knee socks. Socks may be white, navy, burgundy, black or brown. White, navy, burgundy or black tights/leggings may be worn in cooler weather. If leggings are worn, socks must be high enough to cover the bottom of the leggings. Low rise socks or peds are not permitted. Socks must cover the ankle. LCA spirit wear socks are also acceptable.
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/hoop earrings on the ear lobe only. No dangling earrings
  - b. One small Catholic religious symbol on a thin gold/silver chain
  - c. One watch/bracelet
  - d. One ring
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.

## Uniforms for Boys

1. Boys in grades K-8 may wear navy blue or khaki slacks/trousers. These pants may be corduroy, polyester, or cotton twill. Denim pant or cargo pants may not 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. Cargo shorts or shorts with any type of ornamentation may not 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. Boys in grades 7-8 have the option of wearing solid white button down shirts with a solid colored blue or maroon/red tie. These are not a required part of the uniform. If a student opts to wear a solid white button down shirt, a tie is required.
5. A belt must be worn when the slacks/trousers/shorts have loops.
6. LCA crewneck sweatshirts may be worn over the uniform shirt during the school day. Boys may also wear solid colored cardigans, pullover sweaters, or sleeveless pullover vests in navy, burgundy, or white. These are not a required part of the uniform. Hooded sweatshirts or fleece jackets may not be worn in the building during the school day.
7. Boys may wear solid color white, navy, burgundy, black or brown crew socks. No low rise socks are permitted. Socks must cover the ankle. LCA spirit wear socks are also acceptable.
8. School style dress shoes must be worn with the uniform.
9. 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/bracelet
  - c. One ring

## Dress Down Regulations

1. Shirts must have sleeves. No tanks or spaghetti straps.
2. Shirt graphics must be appropriate (alcohol and drug references are strictly prohibited).
3. Hats may not be worn in school, with the exception of specially themed days.
4. Shorts/skirts must be of appropriate length (just above the knees or longer). Shorts may only be worn during the warm weather months of August/September and May/June.
5. Tight fitting jeans or yoga pants are not permitted, nor are pajama pants. If tights/leggings are worn, the outfit must include a skirt or dress.
6. Sweat pants are permitted, but may not have anything printed on the seat of the pants.
7. Jeans, tennis shoes, flip flops, and CROC's may be worn for dress down.
8. Clothes should be clean, neat, and appropriate for a Catholic school.
9. If you are unsure as to whether your planned outfit is appropriate, obtain permission from your homeroom teacher.

**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:

- a. bleached, dyed, highlighted or ombre hair
- b. shaved all or parts of the head
- c. excessively teased hair or hair that is unkempt
- d. ponytails worn by boys
- e. accessories that may be distracting
- f. spiked hair

**Physical Education Uniforms**

All students must wear solid color LCA shorts, a white or navy LCA P.E. t-shirt, and tennis shoes. In cooler weather, LCA sweat pants may be worn. All P.E. uniform items will be available exclusively through the school.

**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.

LCA's *Saintly Seven* (listed below) provides a general set of guidelines that will ensure a pleasant and orderly environment. We hope to promote among our students a sense of responsibility for one's actions and an understanding of the element of personal choice in determining one's behavior and of the consequences of one's behavior.

Consequences may consist of detentions and/or after school work, referral to the Dean of Students, a meeting with the parents, 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.

Lakewood Catholic Academy students serve as representatives of the school at all times. A student's behavior, on or off campus, deemed unbecoming of a Lakewood Catholic Academy student, may necessitate a meeting with the student's parents and the school administration. Consequences may include suspension or expulsion, depending on the nature and severity of the actions in question.

**SLANT**

*Sit up*

*Lean In*

*Active Listening*

*Nod*

*Track*

**Attitude of gratitude**

*Say thank you when offered something*

*Be humble when recognized*

*Understand needs vs. wants*

**Impress them from "hello"**

*Greet guests with a firm handshake and introduction*

*Make eye contact in ALL conversations*

*Be an ambassador of LCA at all times*

**Notice others**

*Use respectful behavior to acknowledge the presence of God in all people*

*Celebrate the success of others*

*Recognize those in need*

*Be attentive to those around you*

**Timely transitions**

*Move with a purpose*

*Be organized*

**Leave it cleaner than you found it**

*Classrooms, halls, and common areas*

*God's green earth*

**Your appearance matters**

*Follow the dress code*

*Refrain from gum chewing*

**Prohibited Items**

The following items may not be brought to school: real or toy knives, real or toy guns, sharp objects, matches or lighters. Electronic devices (cell phones, apple watches, iPods, video games, etc.) may not be used during the school day. The administration reserves the right to make changes to this list at any time.

**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 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 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 their homeroom teacher. If further action is needed, the matter will be referred to the Dean of Students. 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. Written notations for the specified allegations shall be made during the investigation of the complaint.
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 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.

### **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 all items brought onto school property.

The search of a student's person or personal property 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 any 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," "want others dead," etc. will be dealt with immediately.
2. Whoever hears the threats should report them to the Dean of Students.
3. The parent/guardian of the student who has made the threat shall be notified immediately.
4. The student shall remain under supervision until the parents arrive.
5. 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. If

desired, the school shall secure counseling for students involved after obtaining parental permission.

*Additional Steps May Include:*

1. Student suspension
2. Requirement of psychiatric evaluation before returning to school
3. Police may be contacted

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 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 a member of the administrative team. 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 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.

**Use and Abuse of Alcohol and Other Drugs Policy**

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. 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.

### **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.

### **Clinic Hours**

The Clinic is staffed by a qualified school nurse from 8:30 a.m. - 2:30 p.m. every day.

### **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 15<sup>th</sup> day after school entrance. Immunization requirements are located as an attachment at the end of this handbook.

**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 on the 15<sup>th</sup> day after school entrance.

**See Chart as an Addendum at the End of the Handbook.**

**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.
- A student may have cough drops at school if the parent supplies them with a dated note specifying when their child may have one. Students in Pre-K through 4th grade will bring their cough drops to their homeroom teacher, and he/she will administer them as needed. Students in 5<sup>th</sup> through 8<sup>th</sup> grade should keep their cough drops (and the parent note) with them at all times. Students in 5<sup>th</sup> through 8th grade may administer their own cough drops as needed, though LCA staff members reserve the right to remove cough drops from a student's possession if it is felt that the student is taking them in excess. Cough drops may not be shared with other students.
- During the final week of school, parents should make arrangements with the School Nurse to return any unused medications.
- 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 may not return to school the following day, as 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. For the health of the school community, we encourage children to stay home if they are ill. In order to promote this choice, LCA does not award perfect attendance.

### **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 or emailing 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 have 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.

### **HIV/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 school administration will 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).

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

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 school administration 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.

### **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.

### **Emergency Closing**

In the event of a calamity day, the official announcement for a school closing can be found on local media (news broadcasts and websites), social media outlets and on the LCA website. In addition, parents have the option of receiving school issued text messages. 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, clothing must be in accordance with the school's dress down policy located in the uniform section of this handbook. 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 in all grades will set specific guidelines for classroom birthday celebrations and treats.

### **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 to the office. On the day of a field trip, a student who has not yet submitted a signed field trip form will be permitted to call home up until 8:10 am. 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 and our supporting parishes at any time throughout the year.

### **Asbestos Annual Notification**

Lakewood Catholic Academy is in compliance with the Asbestos Hazard Emergency Response Act. The health and safety of our students remains our highest priorities.

### **After Care Programs**

The After Care 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 After Care Program will not operate.* The After Care program will operate from 3:00 p.m. to 6:00 p.m. every day that school is in session.

Additional information regarding the After Care Program is available in the After Care Handbook.

### **Tuition/Registration**

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

At the present time there are three tuition rates:

Tier One: A supporting parish tuition for families who are members in good standing at one of the four Lakewood parishes that provide financial support to the school (St. Clement, St. Luke, St. James and Transfiguration), or are members of other parishes who choose to subsidize tuition for the parish families with a contribution toward their Catholic education.

Tier Two: A modified parish tuition for families who are members in good standing at Catholic parishes who do not subsidize tuition. In order to qualify for Tier Two, families must provide a certification letter from their parish.

Tier Three: A non-Catholic, non-parishioner rate for families who do not qualify for Tier One or Tier Two tuition rates. There are no multiple child discounts available to families in this category.

### **Payment Options**

All families who choose to pay in installments must pay via SMART TUITION (“SMART”). There is a \$50 enrollment fee; payments may be made directly from your bank account or charged to your credit card, or mailed into SMART. Upon enrollment, families choose a due date of the 10<sup>th</sup> or 25<sup>th</sup> of the month.

Monthly: Payments are due to SMART on the 10<sup>th</sup> or 25<sup>th</sup> of each month from July through April.

Quarterly: Payments are due to SMART on the 10<sup>th</sup> or 25<sup>th</sup> of July, October, January and April.

Semi-annual: Payments are due to SMART on the 10<sup>th</sup> or 25<sup>th</sup> of July and January.

\*All returned checks or direct debits will be assessed a \$35 insufficient funds charge.

A family is considered past due when they are two or more months behind in payments. If past due tuition is not paid by the day report cards are issued, your child/children will not receive a report card and will not be permitted to attend classes until financial arrangements have been made. All final report cards will be mailed to parents, unless a family has fees, which have not been paid.

If a student withdraws from Lakewood Catholic Academy during the school year, for any reason, tuition, financial aid, tuition discounts and scholarships will be prorated. All fees are payable in full regardless of when the withdrawal occurs. No transcripts, report cards or records will be released until all financial obligations are fulfilled. Student attendance for any portion of a quarter will constitute attendance in that quarter and will result in required payment for that full quarter.

**Communication is of paramount importance!** Some circumstances may warrant a unique resolution. In such circumstances, LCA will work with you, but it is necessary for you to contact the Business Office as soon as possible to discuss your situation and develop a resolution that is acceptable to all involved.

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

### **Parishioner Investment**

To qualify for the Tier One parishioner tuition rate, a family must be a member in good standing at one of the supporting parishes. That family must be approved each year by the parish to indicate that the parish is willing to make an investment for that family. Requirements at each parish vary, so it incumbent upon you to follow necessary procedures. Please contact your pastor directly regarding your parishioner status. Families that are members of other parishes are encouraged to approach their pastor directly to request a similar investment.

To qualify for the Tier Two parishioner tuition rate, a Tier Two certification form must be completed and signed by your pastor and submitted to LCA's pastor designate. Forms are available in the LCA Business Office.

## Financial Assistance

Families that wish to be considered for assistance with tuition must file an application with FACTS at factsmanagement.com. This objective and confidential service provides the Diocese of Cleveland and the school with an estimate of the ability to contribute to tuition for each family that submits the form. Tuition assistance is provided on a needs-based priority as determined by this service. FACTS sends results to the Diocese of Cleveland, who, after determining their awards, forwards the FACTS results to Lakewood Catholic Academy. The FACTS data is then used by Lakewood Catholic Academy to determine the amount of additional aid awarded by the school.

The majority of aid is granted in the first round. In order to be reviewed in the first round, the FACTS form must be filed by March 1.

## Registration and Fees

Priority in registration for the next school year is given to current families, both in re-registration of current students as well as registration for siblings of current students. Additional information, including scheduled open houses and registration deadlines will be available after the beginning of the school year.

A non-refundable **Registration Fee** is set annually and reserves a place for your child/children for the coming school year.

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.

## 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;
- Requiring 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;
- Reading all communications from the school and requesting clarification when necessary;
- Reimbursing Lakewood Catholic Academy for any property destroyed (accidentally or intentionally)
- Serving as active participants in the Lakewood Catholic Academy community through the many volunteer opportunities offered by the school.

The education of each child is a partnership between parents and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require a parent to withdraw his or her child.

### **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 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 LCA.

### **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 is sent home at the beginning of each year. All parent volunteers must complete Virtus training and remain in compliance with training updates, as well as complete BCI/FBI fingerprinting.

For information on Virtus training sessions, click on the "Help" link at [www.virtus.org](http://www.virtus.org) and select "Cleveland, OH (Diocese)" from the "List of upcoming Protecting God's Children classes in your area" link.

### **SSO (Saints Service Organization)**

The Saints Service Organization (SSO) is Lakewood Catholic Academy's volunteer group that engages parents, guardians, faculty, and staff in activities and programs that enhance the overall volunteer, educational, and social experience at LCA. All parents, guardians, faculty, and staff are members of the organization.

Volunteer involvement is central to the mission of LCA. SSO seeks to strengthen the school by building relationships among LCA parents, friends and community partners and utilizing their collective talents and resources to benefit LCA's students, faculty, and families. Over 20 SSO programs and activities are supported by two fundraising activities per school year. SSO's Executive Board meets monthly. Meetings are open to all.

### **Athletics**

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

**Basketball**

**Cross Country**

**Football**

**Track**

**Volleyball**

We also offer activities not affiliated with CYO, including intramural basketball, volleyball and cross-country, ski club, and lacrosse. All coaches are interviewed and must be Virtus trained, CYO certified, and BCI/FBI 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 and academic eligibility requirements can be found on the school's website.

## Fundraising Policy

It is the responsibility of the Advancement Office to coordinate all fundraising efforts to ensure that funds are raised strategically in order to support the overall mission of LCA. Any and all fundraising efforts must be discussed with and approved by the president's office.

## Family/Custodial 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 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 school 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 school. 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. Unless prohibited by a court order, email communications such as the school newsletter can be sent to the non-custodial parent upon his/her request.

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, when distributing hard copies, one copy of communications and information will be sent home with the child, unless the main office is otherwise notified. It is the responsibility of parents involved in shared parenting agreements to ensure that the school has email addresses for both parents on file for the electronic communications distributed throughout the school year.

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 ensures 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 teacher. 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 their child and allow for school responsibilities and homework to be completed during the school week.

Questions regarding this policy and the procedures addressed herein, or regarding a family's specific circumstances that may necessitate other arrangements should be directed to the attention of the principal.

## Student Acceptable Use Policy Lakewood Catholic Academy Diocese of Cleveland

Lakewood Catholic Academy makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating Lakewood Catholic Academy students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

**Definition of school technology system:** The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct.

**Privilege:** Access to the District's computer/network/Internet is a privilege, not a right.

**Access to communication system:** Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Vandalism or Mischief:** Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without

appropriate permission is prohibited.

**Students Access:** Computer/Network/Internet access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
  - e. Get appropriate approval before accessing the network with personal devices.
  - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to the above mentioned rules.

**The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:**

- a. Internet access is filtered by Lakewood Catholic Academy on personal telecommunication devices in the same manner as Lakewood Catholic Academy owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

**Subject to Monitoring:** All Lakewood Catholic Academy network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. Lakewood Catholic Academy reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of Lakewood Catholic Academy for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Consequences for Violation:** Violations of these rules may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action appropriate legal action may be taken.

**Supervision and Monitoring:** School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at Lakewood Catholic Academy before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.



# Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger, UNITED STATES, 2018

- Consult relevant ACIP statements for detailed recommendations ([www.cdc.gov/vaccines/hcp/acip-recs/index.html](http://www.cdc.gov/vaccines/hcp/acip-recs/index.html)).
- When a vaccine is not administered at the recommended age, administer at a subsequent visit.
- Use combination vaccines instead of separate injections when appropriate.
- Report clinically significant adverse events to the Vaccine Adverse Event Reporting System (VAERS) online ([www.vaers.hhs.gov](http://www.vaers.hhs.gov)) or by telephone (800-822-7967).
- Report suspected cases of reportable vaccine-preventable diseases to your state or local health department.
- For information about precautions and contraindications, see [www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html](http://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html).

Approved by the

**Advisory Committee on Immunization Practices**  
([www.cdc.gov/vaccines/acip](http://www.cdc.gov/vaccines/acip))

**American Academy of Pediatrics**  
([www.aap.org](http://www.aap.org))

**American Academy of Family Physicians**  
([www.aafp.org](http://www.aafp.org))

**American College of Obstetricians and Gynecologists**  
([www.acog.org](http://www.acog.org))

This schedule includes recommendations in effect as of January 1, 2018.

The table below shows vaccine acronyms, and brand names for vaccines routinely recommended for children and adolescents. The use of trade names in this immunization schedule is for identification purposes only and does not imply endorsement by the ACIP or CDC.

Vaccine type	Abbreviation	Brand(s)
Diphtheria, tetanus, and acellular pertussis vaccine	DTaP	Daptacel Infanrix
Diphtheria, tetanus vaccine	DT	No Trade Name
<i>Haemophilus influenzae</i> type B vaccine	Hib (PRP-T) Hib (PRP-OMP)	ActHIB Hiberix PedvaxHIB
Hepatitis A vaccine	HepA	Havrix Vaqta
Hepatitis B vaccine	HepB	Engerix-B Recombivax HB
Human papillomavirus vaccine	HPV	Gardasil 9
Influenza vaccine (inactivated)	IIV	Multiple
Measles, mumps, and rubella vaccine	MMR	M-M-R II
Meningococcal serogroups A, C, W, Y vaccine	MenACWY-D MenACWY-CRM	Menactra Menveo
Meningococcal serogroup B vaccine	MenB-4C MenB-FHbp	Bexsero Trumenba
Pneumococcal 13-valent conjugate vaccine	PCV13	Prevnar 13
Pneumococcal 23-valent polysaccharide vaccine	PPSV23	Pneumovax
Poliovirus vaccine (inactivated)	IPV	IPOL
Rotavirus vaccines	RV1 RV5	Rotarix RotaTeq
Tetanus, diphtheria, and acellular pertussis vaccine	Tdap	Adacel Boostrix
Tetanus and diphtheria vaccine	Td	Tenivac No Trade Name
Varicella vaccine	VAR	Varivax
Combination Vaccines		
DTaP, hepatitis B and inactivated poliovirus vaccine	DTaP-HepB-IPV	Pediarix
DTaP, inactivated poliovirus and <i>Haemophilus influenzae</i> type B vaccine	DTaP-IPV/Hib	Pentacel
DTaP and inactivated poliovirus vaccine	DTaP-IPV	Kinrix Quadracel
Measles, mumps, rubella, and varicella vaccines	MMRV	ProQuad



**Figure 1. Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger—United States, 2018.**

**(FOR THOSE WHO FALL BEHIND OR START LATE, SEE THE CATCH-UP SCHEDULE [FIGURE 2]).**

These recommendations must be read with the footnotes that follow. For those who fall behind or start late, provide catch-up vaccination at the earliest opportunity as indicated by the green bars in Figure 1. To determine minimum intervals between doses, see the catch-up schedule (Figure 2). School entry and adolescent vaccine age groups are shaded in gray.

Vaccine	Birth	1 mo	2 mos	4 mos	6 mos	9 mos	12 mos	15 mos	18 mos	19-23 mos	2-3 yrs	4-6 yrs	7-10 yrs	11-12 yrs	13-15 yrs	16 yrs	17-18 yrs	
Hepatitis B <sup>1</sup> (HepB)	1 <sup>st</sup> dose	←-----2 <sup>nd</sup> dose-----→		←-----3 <sup>rd</sup> dose-----→														
Rotavirus <sup>2</sup> (RV) RV1 (2-dose series); RV5 (3-dose series)			1 <sup>st</sup> dose	2 <sup>nd</sup> dose	See footnote 2													
Diphtheria, tetanus, & acellular pertussis <sup>3</sup> (DTaP: <7 yrs)			1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose				←-----4 <sup>th</sup> dose-----→			5 <sup>th</sup> dose						
<i>Haemophilus influenzae</i> type b <sup>4</sup> (Hib)			1 <sup>st</sup> dose	2 <sup>nd</sup> dose	See footnote 4		←-----3 <sup>rd</sup> or 4 <sup>th</sup> dose,-----→ See footnote 4											
Pneumococcal conjugate <sup>5</sup> (PCV13)			1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose				←-----4 <sup>th</sup> dose-----→									
Inactivated poliovirus <sup>6</sup> (IPV: <18 yrs)			1 <sup>st</sup> dose	2 <sup>nd</sup> dose	←-----3 <sup>rd</sup> dose-----→						4 <sup>th</sup> dose							
Influenza <sup>7</sup> (IIV)						Annual vaccination (IIV) 1 or 2 doses							Annual vaccination (IIV) 1 dose only					
Measles, mumps, rubella <sup>8</sup> (MMR)					See footnote 8			←-----1 <sup>st</sup> dose-----→				2 <sup>nd</sup> dose						
Varicella <sup>9</sup> (VAR)							←-----1 <sup>st</sup> dose-----→				2 <sup>nd</sup> dose							
Hepatitis A <sup>10</sup> (HepA)								←-----2-dose series, See footnote 10-----→										
Meningococcal <sup>11</sup> (MenACWY-D ≥9 mos; MenACWY-CRM ≥2 mos)				See footnote 11									1 <sup>st</sup> dose	2 <sup>nd</sup> dose				
Tetanus, diphtheria, & acellular pertussis <sup>13</sup> (Tdap: ≥7 yrs)													Tdap					
Human papillomavirus <sup>14</sup> (HPV)														See footnote 14				
Meningococcal B <sup>12</sup>															See footnote 12			
Pneumococcal polysaccharide <sup>5</sup> (PPSV23)											See footnote 5							

Range of recommended ages for all children
  Range of recommended ages for catch-up immunization
  Range of recommended ages for certain high-risk groups
  Range of recommended ages for non-high-risk groups that may receive vaccine, subject to individual clinical decision making
  No recommendation

**NOTE: The above recommendations must be read along with the footnotes of this schedule.**

**FIGURE 2. Catch-up immunization schedule for persons aged 4 months–18 years who start late or who are more than 1 month behind—United States, 2018.**

The figure below provides catch-up schedules and minimum intervals between doses for children whose vaccinations have been delayed. A vaccine series does not need to be restarted, regardless of the time that has elapsed between doses. Use the section appropriate for the child's age. Always use this table in conjunction with Figure 1 and the footnotes that follow.

Children age 4 months through 6 years					
Vaccine	Minimum Age for Dose 1	Minimum Interval Between Doses			
		Dose 1 to Dose 2	Dose 2 to Dose 3	Dose 3 to Dose 4	Dose 4 to Dose 5
Hepatitis B <sup>1</sup>	Birth	4 weeks	8 weeks <b>and</b> at least 16 weeks after first dose. Minimum age for the final dose is 24 weeks.		
Rotavirus <sup>2</sup>	6 weeks Maximum age for first dose is 14 weeks, 6 days	4 weeks	4 weeks <sup>2</sup> Maximum age for final dose is 8 months, 0 days.		
Diphtheria, tetanus, and acellular pertussis <sup>3</sup>	6 weeks	4 weeks	4 weeks	6 months	6 months <sup>3</sup>
<i>Haemophilus influenzae</i> type b <sup>4</sup>	6 weeks	4 weeks if first dose was administered before the 1 <sup>st</sup> birthday. 8 weeks (as final dose) if first dose was administered at age 12 through 14 months. No further doses needed if first dose was administered at age 15 months or older.	4 weeks <sup>4</sup> if current age is younger than 12 months <b>and</b> first dose was administered at younger than age 7 months, <b>and</b> at least 1 previous dose was PRP-T (ActHib, Pentacel, Hiberix) or unknown. 8 weeks <b>and</b> age 12 through 59 months (as final dose) <sup>4</sup> • if current age is younger than 12 months <b>and</b> first dose was administered at age 7 through 11 months; OR • if current age is 12 through 59 months <b>and</b> first dose was administered before the 1 <sup>st</sup> birthday, <b>and</b> second dose administered at younger than 15 months; OR • if both doses were PRP-OMP (PedvaxHIB; Comvax) <b>and</b> were administered before the 1 <sup>st</sup> birthday. No further doses needed if previous dose was administered at age 15 months or older.	8 weeks (as final dose) This dose only necessary for children age 12 through 59 months who received 3 doses before the 1 <sup>st</sup> birthday.	
Pneumococcal conjugate <sup>5</sup>	6 weeks	4 weeks if first dose administered before the 1 <sup>st</sup> birthday. 8 weeks (as final dose for healthy children) if first dose was administered at the 1 <sup>st</sup> birthday or after. No further doses needed for healthy children if first dose was administered at age 24 months or older.	4 weeks if current age is younger than 12 months and previous dose given at <7 months old. 8 weeks (as final dose for healthy children) if previous dose given between 7-11 months (wait until at least 12 months old); OR if current age is 12 months or older and at least 1 dose was given before age 12 months. No further doses needed for healthy children if previous dose administered at age 24 months or older.	8 weeks (as final dose) This dose only necessary for children aged 12 through 59 months who received 3 doses before age 12 months or for children at high risk who received 3 doses at any age.	
Inactivated poliovirus <sup>6</sup>	6 weeks	4 weeks <sup>6</sup>	4 weeks <sup>6</sup> if current age is < 4 years 6 months (as final dose) if current age is 4 years or older	6 months <sup>6</sup> (minimum age 4 years for final dose).	
Measles, mumps, rubella <sup>8</sup>	12 months	4 weeks			
Varicella <sup>9</sup>	12 months	3 months			
Hepatitis A <sup>10</sup>	12 months	6 months			
Meningococcal <sup>11</sup> (MenACWY-D ≥9 mos; MenACWY-CRM ≥2 mos)	6 weeks	8 weeks <sup>11</sup>	See footnote 11	See footnote 11	
Children and adolescents age 7 through 18 years					
Meningococcal <sup>11</sup> (MenACWY-D ≥9 mos; MenACWY-CRM ≥2 mos)	Not Applicable (N/A)	8 weeks <sup>11</sup>			
Tetanus, diphtheria; tetanus, diphtheria, and acellular pertussis <sup>3</sup>	7 years <sup>13</sup>	4 weeks	4 weeks if first dose of DTaP/DT was administered before the 1 <sup>st</sup> birthday. 6 months (as final dose) if first dose of DTaP/DT or Tdap/Td was administered at or after the 1 <sup>st</sup> birthday.	6 months if first dose of DTaP/DT was administered before the 1 <sup>st</sup> birthday.	
Human papillomavirus <sup>14</sup>	9 years		Routine dosing intervals are recommended. <sup>14</sup>		
Hepatitis A <sup>10</sup>	N/A	6 months			
Hepatitis B <sup>1</sup>	N/A	4 weeks	8 weeks <b>and</b> at least 16 weeks after first dose.		
Inactivated poliovirus <sup>6</sup>	N/A	4 weeks	6 months <sup>6</sup> A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose.	A fourth dose of IPV is indicated if all previous doses were administered at <4 years or if the third dose was administered <6 months after the second dose.	
Measles, mumps, rubella <sup>8</sup>	N/A	4 weeks			
Varicella <sup>9</sup>	N/A	3 months if younger than age 13 years. 4 weeks if age 13 years or older.			

**NOTE: The above recommendations must be read along with the footnotes of this schedule.**

**Figure 3. Vaccines that might be indicated for children and adolescents aged 18 years or younger based on medical indications**

VACCINE ▼	INDICATION ►	Pregnancy	Immunocompromised status (excluding HIV infection)	HIV infection CD4+ count <sup>1</sup>		Kidney failure, end-stage renal disease, on hemodialysis	Heart disease, chronic lung disease	CSF leaks/cochlear implants	Asplenia and persistent complement component deficiencies	Chronic liver disease	Diabetes
				<15% or total CD4 cell count of <200/mm <sup>3</sup>	≥15% or total CD4 cell count of ≥200/mm <sup>3</sup>						
Hepatitis B <sup>1</sup>											
Rotavirus <sup>2</sup>			SCID*								
Diphtheria, tetanus, & acellular pertussis <sup>3</sup> (DTaP)											
<i>Haemophilus influenzae</i> type b <sup>4</sup>											
Pneumococcal conjugate <sup>5</sup>											
Inactivated poliovirus <sup>6</sup>											
Influenza <sup>7</sup>											
Measles, mumps, rubella <sup>8</sup>											
Varicella <sup>9</sup>											
Hepatitis A <sup>10</sup>											
Meningococcal ACWY <sup>11</sup>											
Tetanus, diphtheria, & acellular pertussis <sup>13</sup> (Tdap)											
Human papillomavirus <sup>14</sup>											
Meningococcal B <sup>12</sup>											
Pneumococcal polysaccharide <sup>5</sup>											

Vaccination according to the routine schedule recommended
  Recommended for persons with an additional risk factor for which the vaccine would be indicated
  Vaccination is recommended, and additional doses may be necessary based on medical condition. See footnotes.
  No recommendation
  Contraindicated
  Precaution for vaccination

\*Severe Combined Immunodeficiency  
<sup>1</sup>For additional information regarding HIV laboratory parameters and use of live vaccines; see the General Best Practice Guidelines for Immunization "Altered Immunocompetence" at: [www.cdc.gov/vaccines/hcp/acip-recs/general-recs/immunocompetence.html](http://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/immunocompetence.html); and Table 4-1 (footnote D) at: [www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html](http://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html).

**NOTE: The above recommendations must be read along with the footnotes of this schedule.**

## Footnotes — Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger, UNITED STATES, 2018

For further guidance on the use of the vaccines mentioned below, see: [www.cdc.gov/vaccines/hcp/acip-recs/index.html](http://www.cdc.gov/vaccines/hcp/acip-recs/index.html).

For vaccine recommendations for persons 19 years of age and older, see the Adult Immunization Schedule.

### Additional information

- For information on contraindications and precautions for the use of a vaccine, consult the *General Best Practice Guidelines for Immunization* and relevant ACIP statements, at [www.cdc.gov/vaccines/hcp/acip-recs/index.html](http://www.cdc.gov/vaccines/hcp/acip-recs/index.html).
- For calculating intervals between doses, 4 weeks = 28 days. Intervals of  $\geq 4$  months are determined by calendar months.
- Within a number range (e.g., 12–18), a dash (–) should be read as “through.”
- Vaccine doses administered  $\leq 4$  days before the minimum age or interval are considered valid. Doses of any vaccine administered  $\geq 5$  days earlier than the minimum interval or minimum age should not be counted as valid and should be repeated as age-appropriate. The repeat dose should be spaced after the invalid dose by the recommended minimum interval. For further details, see Table 3-1, *Recommended and minimum ages and intervals between vaccine doses*, in *General Best Practice Guidelines for Immunization* at [www.cdc.gov/vaccines/hcp/acip-recs/general-recs/timing.html](http://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/timing.html).
- Information on travel vaccine requirements and recommendations is available at [wwwnc.cdc.gov/travel/](http://wwwnc.cdc.gov/travel/).
- For vaccination of persons with immunodeficiencies, see Table 8-1, *Vaccination of persons with primary and secondary immunodeficiencies*, in *General Best Practice Guidelines for Immunization*, at [www.cdc.gov/vaccines/hcp/acip-recs/general-recs/immunocompetence.html](http://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/immunocompetence.html); and Immunization in Special Clinical Circumstances. (In: Kimberlin DW, Brady MT, Jackson MA, Long SS, eds. *Red Book: 2015 report of the Committee on Infectious Diseases*. 30th ed. Elk Grove Village, IL: American Academy of Pediatrics, 2015:68-107).
- The National Vaccine Injury Compensation Program (VICP) is a no-fault alternative to the traditional legal system for resolving vaccine injury claims. All routine child and adolescent vaccines are covered by VICP except for pneumococcal polysaccharide vaccine (PPSV23). For more information; see [www.hrsa.gov/vaccinecompensation/index.html](http://www.hrsa.gov/vaccinecompensation/index.html).

### 1. Hepatitis B (HepB) vaccine. (minimum age: birth)

#### Birth Dose (Monovalent HepB vaccine only):

- **Mother is HBsAg-Negative:** 1 dose within 24 hours of birth for medically stable infants  $\geq 2,000$  grams. Infants  $< 2,000$  grams administer 1 dose at chronological age 1 month or hospital discharge.
- **Mother is HBsAg-Positive:**
  - Give **HepB vaccine** and **0.5 mL of HBIG** (at separate anatomic sites) within 12 hours of birth, regardless of birth weight.
  - Test for HBsAg and anti-HBs at age 9–12 months. If HepB series is delayed, test 1–2 months after final dose.
- **Mother’s HBsAg status is unknown:**
  - Give **HepB vaccine** within 12 hours of birth, regardless of birth weight.
  - For infants  $< 2,000$  grams, give **0.5 mL of HBIG** in addition to HepB vaccine within 12 hours of birth.
  - Determine mother’s HBsAg status as soon as possible. If mother is HBsAg-positive, give **0.5 mL of HBIG** to infants  $\geq 2,000$  grams as soon as possible, but no later than 7 days of age.

#### Routine Series:

- A complete series is 3 doses at 0, 1–2, and 6–18 months. (Monovalent HepB vaccine should be used for doses given before age 6 weeks.)

- Infants who did not receive a birth dose should begin the series as soon as feasible (see Figure 2).
- Administration of **4 doses** is permitted when a combination vaccine containing HepB is used after the birth dose.
- **Minimum age** for the final (3rd or 4th) dose: 24 weeks.
- **Minimum Intervals:** Dose 1 to Dose 2: 4 weeks / Dose 2 to Dose 3: 8 weeks / Dose 1 to Dose 3: 16 weeks. (When 4 doses are given, substitute “Dose 4” for “Dose 3” in these calculations.)

#### Catch-up vaccination:

- Unvaccinated persons should complete a 3-dose series at 0, 1–2, and 6 months.
- Adolescents 11–15 years of age may use an alternative 2-dose schedule, with at least 4 months between doses (adult formulation **Recombivax HB** only).
- For other catch-up guidance, see Figure 2.

### 2. Rotavirus vaccines. (minimum age: 6 weeks)

#### Routine vaccination:

**Rotarix:** 2-dose series at 2 and 4 months.

**RotaTeq:** 3-dose series at 2, 4, and 6 months.

If any dose in the series is either RotaTeq or unknown, default to 3-dose series.

#### Catch-up vaccination:

- Do not start the series on or after age 15 weeks, 0 days.
- The maximum age for the final dose is 8 months, 0 days.
- For other catch-up guidance, see Figure 2.

### 3. Diphtheria, tetanus, and acellular pertussis (DTaP) vaccine. (minimum age: 6 weeks [4 years for Kinrix or Quadracel])

#### Routine vaccination:

- 5-dose series at 2, 4, 6, and 15–18 months, and 4–6 years.
  - **Prospectively:** A 4th dose may be given as early as age 12 months if at least 6 months have elapsed since the 3rd dose.
  - **Retrospectively:** A 4th dose that was inadvertently given as early as 12 months may be counted if at least 4 months have elapsed since the 3rd dose.

#### Catch-up vaccination:

- The 5th dose is not necessary if the 4th dose was administered at 4 years or older.
- For other catch-up guidance, see Figure 2.

For further guidance on the use of the vaccines mentioned below, see: [www.cdc.gov/vaccines/hcp/acip-recs/index.html](http://www.cdc.gov/vaccines/hcp/acip-recs/index.html).

#### 4. ***Haemophilus influenzae* type b (Hib) vaccine.** (minimum age: 6 weeks)

##### **Routine vaccination:**

- **ActHIB, Hiberix, or Pentacel:** 4-dose series at 2, 4, 6, and 12–15 months.
- **PedvaxHIB:** 3-dose series at 2, 4, and 12–15 months.

##### **Catch-up vaccination:**

- **1st dose at 7–11 months:** Give 2nd dose at least 4 weeks later and 3rd (final) dose at 12–15 months or 8 weeks after 2nd dose (whichever is later).
- **1st dose at 12–14 months:** Give 2nd (final) dose at least 8 weeks after 1st dose.
- **1st dose before 12 months and 2nd dose before 15 months:** Give 3rd (final) dose 8 weeks after 2nd dose.
- **2 doses of PedvaxHIB before 12 months:** Give 3rd (final) dose at 12–59 months and at least 8 weeks after 2nd dose.
- **Unvaccinated at 15–59 months:** 1 dose.
- For other catch-up guidance, see Figure 2.

##### **Special Situations:**

##### • **Chemotherapy or radiation treatment**

###### 12–59 months

- o Unvaccinated or only 1 dose before 12 months: Give 2 doses, 8 weeks apart
- o 2 or more doses before 12 months: Give 1 dose, at least 8 weeks after previous dose.

*Doses given within 14 days of starting therapy or during therapy should be repeated at least 3 months after therapy completion.*

##### • **Hematopoietic stem cell transplant (HSCT)**

- 3-dose series with doses 4 weeks apart starting 6 to 12 months after successful transplant (regardless of Hib vaccination history).

##### • **Anatomic or functional asplenia (including sickle cell disease)**

###### 12–59 months

- o Unvaccinated or only 1 dose before 12 months: Give 2 doses, 8 weeks apart.
- o 2 or more doses before 12 months: Give 1 dose, at least 8 weeks after previous dose.

###### Unimmunized\* persons 5 years or older

- o Give 1 dose

##### • **Elective splenectomy**

###### Unimmunized\* persons 15 months or older

- o Give 1 dose (preferably at least 14 days before procedure).

##### • **HIV infection**

###### 12–59 months

- o Unvaccinated or only 1 dose before 12 months: Give 2 doses 8 weeks apart.
- o 2 or more doses before 12 months: Give 1 dose, at least 8 weeks after previous dose.

###### Unimmunized\* persons 5–18 years

- o Give 1 dose

##### • **Immunoglobulin deficiency, early component complement deficiency**

###### 12–59 months

- o Unvaccinated or only 1 dose before 12 months: Give 2 doses, 8 weeks apart.
- o 2 or more doses before 12 months: Give 1 dose, at least 8 weeks after previous dose.

*\*Unimmunized = Less than routine series (through 14 months) OR no doses (14 months or older)*

#### 5. **Pneumococcal vaccines. (minimum age: 6 weeks [PCV13], 2 years [PPSV23])**

##### **Routine vaccination with PCV13:**

- 4-dose series at 2, 4, 6, and 12–15 months.

##### **Catch-up vaccination with PCV13:**

- 1 dose for healthy children aged 24–59 months with any incomplete\* PCV13 schedule
- For other catch-up guidance, see Figure 2.

##### **Special situations: High-risk conditions:**

**Administer PCV13 doses before PPSV23 if possible.**

**Chronic heart disease (particularly cyanotic congenital heart disease and cardiac failure); chronic lung disease (including asthma treated with high-dose, oral, corticosteroids); diabetes mellitus:**

##### **Age 2–5 years:**

- Any incomplete\* schedules with:
  - o 3 PCV13 doses: 1 dose of PCV13 (at least 8 weeks after any prior PCV13 dose).
  - o <3 PCV13 doses: 2 doses of PCV13, 8 weeks after the most recent dose and given 8 weeks apart.
- No history of PPSV23: 1 dose of PPSV23 (at least 8 weeks after any prior PCV13 dose).

##### **Age 6–18 years:**

- No history of PPSV23: 1 dose of PPSV23 (at least 8 weeks after any prior PCV13 dose).

##### **Cerebrospinal fluid leak; cochlear implant:**

##### **Age 2–5 years:**

- Any incomplete\* schedules with:
  - o 3 PCV13 doses: 1 dose of PCV13 (at least 8 weeks after any prior PCV13 dose).
  - o <3 PCV13 doses: 2 doses of PCV13, 8 weeks after the most recent dose and given 8 weeks apart.
- No history of PPSV23: 1 dose of PPSV23 (at least 8 weeks after any prior PCV13 dose).

##### **Age 6–18 years:**

- No history of either PCV13 or PPSV23: 1 dose of PCV13, 1 dose of PPSV23 at least 8 weeks later.
- Any PCV13 but no PPSV23: 1 dose of PPSV23 at least 8 weeks after the most recent dose of PCV13
- PPSV23 but no PCV13: 1 dose of PCV13 at least 8 weeks after the most recent dose of PPSV23.

**Sickle cell disease and other hemoglobinopathies; anatomic or functional asplenia; congenital or acquired immunodeficiency; HIV infection; chronic renal failure; nephrotic syndrome; malignant neoplasms, leukemias, lymphomas, Hodgkin disease, and other diseases associated with treatment with immunosuppressive drugs or radiation therapy; solid organ transplantation; multiple myeloma:**

##### **Age 2–5 years:**

- Any incomplete\* schedules with:
  - o 3 PCV13 doses: 1 dose of PCV13 (at least 8 weeks after any prior PCV13 dose).
  - o <3 PCV13 doses: 2 doses of PCV13, 8 weeks after the most recent dose and given 8 weeks apart.
- No history of PPSV23: 1 dose of PPSV23 (at least 8 weeks after any prior PCV13 dose) and a 2nd dose of PPSV23 5 years later.

##### **Age 6–18 years:**

- No history of either PCV13 or PPSV23: 1 dose of PCV13, 2 doses of PPSV23 (1st dose of PPSV23 administered 8 weeks after PCV13 and 2nd dose of PPSV23 administered at least 5 years after the 1st dose of PPSV23).
- Any PCV13 but no PPSV23: 2 doses of PPSV23 (1st dose of PPSV23 to be given 8 weeks after the most recent dose of PCV13 and 2nd dose of PPSV23 administered at least 5 years after the 1st dose of PPSV23).

For further guidance on the use of the vaccines mentioned below, see: [www.cdc.gov/vaccines/hcp/acip-recs/index.html](http://www.cdc.gov/vaccines/hcp/acip-recs/index.html).

- PPSV23 but no PCV13: 1 dose of PCV13 at least 8 weeks after the most recent PPSV23 dose and a 2nd dose of PPSV23 to be given 5 years after the 1st dose of PPSV23 and at least 8 weeks after a dose of PCV13.

#### **Chronic liver disease, alcoholism:**

##### **Age 6–18 years:**

- No history of PPSV23: 1 dose of PPSV23 (at least 8 weeks after any prior PCV13 dose).

\*Incomplete schedules are any schedules where PCV13 doses have not been completed according to ACIP recommended catch-up schedules. The total number and timing of doses for complete PCV13 series are dictated by the age at first vaccination. See Tables 8 and 9 in the ACIP pneumococcal vaccine recommendations ([www.cdc.gov/mmwr/pdf/rr/rr5911.pdf](http://www.cdc.gov/mmwr/pdf/rr/rr5911.pdf)) for complete schedule details.

#### **6. Inactivated poliovirus vaccine (IPV). (minimum age: 6 weeks)**

##### **Routine vaccination:**

- 4-dose series at ages 2, 4, 6–18 months, and 4–6 years. Administer the final dose on or after the 4th birthday and at least 6 months after the previous dose.

##### **Catch-up vaccination:**

- In the first 6 months of life, use minimum ages and intervals only for travel to a polio-endemic region or during an outbreak.
- If 4 or more doses were given before the 4th birthday, give 1 more dose at age 4–6 years and at least 6 months after the previous dose.
- A 4th dose is not necessary if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose.
- IPV is not routinely recommended for U.S. residents 18 years and older.

**Series Containing Oral Polio Vaccine (OPV), either mixed OPV-IPV or OPV-only series:**

- Total number of doses needed to complete the series is the same as that recommended for the U.S. IPV schedule. See [www.cdc.gov/mmwr/volumes/66/wr/mm6601a6.htm?s\\_cid=mm6601a6\\_w](http://www.cdc.gov/mmwr/volumes/66/wr/mm6601a6.htm?s_cid=mm6601a6_w).
- Only trivalent OPV (tOPV) counts toward the U.S. vaccination requirements. For guidance to assess doses documented as “OPV” see [www.cdc.gov/mmwr/volumes/66/wr/mm6606a7.htm?s\\_cid=mm6606a7\\_w](http://www.cdc.gov/mmwr/volumes/66/wr/mm6606a7.htm?s_cid=mm6606a7_w).
- For other catch-up guidance, see Figure 2.

#### **7. Influenza vaccines. (minimum age: 6 months)**

##### **Routine vaccination:**

- Administer an age-appropriate formulation and dose of influenza vaccine annually.
  - **Children 6 months–8 years** who did not receive at least 2 doses of influenza vaccine before July 1, 2017 should receive 2 doses separated by at least 4 weeks.

- **Persons 9 years and older** 1 dose

- Live attenuated influenza vaccine (LAIV) not recommended for the 2017–18 season.
- For additional guidance, see the 2017–18 ACIP influenza vaccine recommendations (*MMWR* August 25, 2017;66(2):1-20: [www.cdc.gov/mmwr/volumes/66/rr/pdfs/rr6602.pdf](http://www.cdc.gov/mmwr/volumes/66/rr/pdfs/rr6602.pdf)).

(For the 2018–19 season, see the 2018–19 ACIP influenza vaccine recommendations.)

#### **8. Measles, mumps, and rubella (MMR) vaccine. (minimum age: 12 months for routine vaccination)**

##### **Routine vaccination:**

- 2-dose series at 12–15 months and 4–6 years.
- The 2nd dose may be given as early as 4 weeks after the 1st dose.

##### **Catch-up vaccination:**

- Unvaccinated children and adolescents: 2 doses at least 4 weeks apart.

##### **International travel:**

- **Infants 6–11 months:** 1 dose before departure. Revaccinate with 2 doses at 12–15 months (12 months for children in high-risk areas) and 2nd dose as early as 4 weeks later.
- **Unvaccinated children 12 months and older:** 2 doses at least 4 weeks apart before departure.

##### **Mumps outbreak:**

- Persons ≥12 months who previously received ≤2 doses of mumps-containing vaccine and are identified by public health authorities to be at increased risk during a mumps outbreak should receive a dose of mumps-virus containing vaccine.

#### **9. Varicella (VAR) vaccine. (minimum age: 12 months)**

##### **Routine vaccination:**

- 2-dose series: 12–15 months and 4–6 years.
- The 2nd dose may be given as early as 3 months after the 1st dose (a dose given after a 4-week interval may be counted).

##### **Catch-up vaccination:**

- Ensure persons 7–18 years without evidence of immunity (see *MMWR* 2007;56[No. RR-4], at [www.cdc.gov/mmwr/pdf/rr/rr5604.pdf](http://www.cdc.gov/mmwr/pdf/rr/rr5604.pdf)) have 2 doses of varicella vaccine:
  - **Ages 7–12:** routine interval 3 months (minimum interval: 4 weeks).
  - **Ages 13 and older:** minimum interval 4 weeks.

#### **10. Hepatitis A (HepA) vaccine. (minimum age: 12 months)**

##### **Routine vaccination:**

- 2 doses, separated by 6–18 months, between the 1st and 2nd birthdays. (A series begun before the 2nd birthday should be completed even if the child turns 2 before the second dose is given.)

##### **Catch-up vaccination:**

- Anyone 2 years of age or older may receive HepA vaccine if desired. Minimum interval between doses is 6 months.

##### **Special populations:**

Previously unvaccinated persons who should be vaccinated:

- Persons traveling to or working in countries with high or intermediate endemicity
- Men who have sex with men
- Users of injection and non-injection drugs
- Persons who work with hepatitis A virus in a research laboratory or with non-human primates
- Persons with clotting-factor disorders
- Persons with chronic liver disease
- Persons who anticipate close, personal contact (e.g., household or regular babysitting) with an international adoptee during the first 60 days after arrival in the United States from a country with high or intermediate endemicity (administer the 1st dose as soon as the adoption is planned—ideally at least 2 weeks before the adoptee’s arrival).

#### **11. Serogroup A, C, W, Y meningococcal vaccines. (Minimum age: 2 months [Menveo], 9 months [Menactra].)**

##### **Routine:**

- 2-dose series: 11–12 years and 16 years.

##### **Catch-Up:**

- Age 13–15 years: 1 dose now and booster at age 16–18 years. Minimum interval 8 weeks.
- Age 16–18 years: 1 dose.

For further guidance on the use of the vaccines mentioned below, see: [www.cdc.gov/vaccines/hcp/acip-recs/index.html](http://www.cdc.gov/vaccines/hcp/acip-recs/index.html).

**Special populations and situations:**

**Anatomic or functional asplenia, sickle cell disease, HIV infection, persistent complement component deficiency (including eculizumab use):**

- **Menveo**
  - o 1st dose at 8 weeks: 4-dose series at 2, 4, 6, and 12 months.
  - o 1st dose at 7–23 months: 2 doses (2nd dose at least 12 weeks after the 1st dose and after the 1st birthday).
  - o 1st dose at 24 months or older: 2 doses at least 8 weeks apart.
- **Menactra**
  - o Persistent complement component deficiency:
    - 9–23 months: 2 doses at least 12 weeks apart
    - 24 months or older: 2 doses at least 8 weeks apart
  - o Anatomic or functional asplenia, sickle cell disease, or HIV infection:
    - 24 months or older: 2 doses at least 8 weeks apart.
    - **Menactra** must be administered at least 4 weeks after completion of PCV13 series.

**Children who travel to or live in countries where meningococcal disease is hyperendemic or epidemic, including countries in the African meningitis belt or during the Hajj, or exposure to an outbreak attributable to a vaccine serogroup:**

- Children <24 months of age:
  - o **Menveo (2-23 months):**
    - 1st dose at 8 weeks: 4-dose series at 2, 4, 6, and 12 months.
    - 1st dose at 7-23 months: 2 doses (2nd dose at least 12 weeks after the 1st dose and after the 1st birthday).
  - o **Menactra (9-23 months):**
    - 2 doses (2nd dose at least 12 weeks after the 1st dose. 2nd dose may be administered as early as 8 weeks after the 1st dose in travelers).
- Children 2 years or older: 1 dose of **Menveo** or **Menactra**.

**Note:** **Menactra** should be given either before or at the same time as DTaP. For MenACWY booster dose recommendations for groups listed under “Special populations and situations” above, and additional meningococcal vaccination information, see meningococcal *MMWR* publications at: [www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/mening.html](http://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/mening.html).

**12. Serogroup B meningococcal vaccines (minimum age: 10 years [Bexsero, Trumenba].**

**Clinical discretion: Adolescents not at increased risk for meningococcal B infection who want MenB vaccine.**

MenB vaccines may be given at clinical discretion to adolescents 16–23 years (preferred age 16–18 years) who are not at increased risk.

- **Bexsero:** 2 doses at least 1 month apart.
- **Trumenba:** 2 doses at least 6 months apart. If the 2nd dose is given earlier than 6 months, give a 3rd dose at least 4 months after the 2nd.

**Special populations and situations:**

**Anatomic or functional asplenia, sickle cell disease, persistent complement component deficiency (including eculizumab use), serogroup B meningococcal disease outbreak**

- **Bexsero:** 2-dose series at least 1 month apart.
- **Trumenba:** 3-dose series at 0, 1-2, and 6 months.

**Note:** **Bexsero** and **Trumenba** are not interchangeable.

For additional meningococcal vaccination information, see meningococcal *MMWR* publications at: [www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/mening.html](http://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/mening.html).

**13. Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine. (minimum age: 11 years for routine vaccinations, 7 years for catch-up vaccination)**

**Routine vaccination:**

- **Adolescents 11–12 years of age:** 1 dose.
- **Pregnant adolescents:** 1 dose during each pregnancy (preferably during the early part of gestational weeks 27–36).
- Tdap may be administered regardless of the interval since the last tetanus- and diphtheria-toxoid-containing vaccine.

**Catch-up vaccination:**

- **Adolescents 13–18 who have not received Tdap:** 1 dose, followed by a Td booster every 10 years.
- **Persons aged 7–18 years not fully immunized with DTaP:** 1 dose of Tdap as part of the catch-up series (preferably the first dose). If additional doses are needed, use Td.

- **Children 7–10 years** who receive Tdap inadvertently or as part of the catch-up series may receive the routine Tdap dose at 11–12 years.
- **DTaP inadvertently given after the 7th birthday:**
  - o **Child 7–10:** DTaP may count as part of catch-up series. Routine Tdap dose at 11-12 may be given.
  - o **Adolescent 11–18:** Count dose of DTaP as the adolescent Tdap booster.
- For other catch-up guidance, see Figure 2.

**14. Human papillomavirus (HPV) vaccine (minimum age: 9 years)**

**Routine and catch-up vaccination:**

- Routine vaccination for all adolescents at 11–12 years (can start at age 9) and through age 18 if not previously adequately vaccinated. Number of doses dependent on age at initial vaccination:
  - o **Age 9–14 years at initiation:** 2-dose series at 0 and 6–12 months. Minimum interval: 5 months (repeat a dose given too soon at least 12 weeks after the invalid dose and at least 5 months after the 1st dose).
  - o **Age 15 years or older at initiation:** 3-dose series at 0, 1–2 months, and 6 months. Minimum intervals: 4 weeks between 1st and 2nd dose; 12 weeks between 2nd and 3rd dose; 5 months between 1st and 3rd dose (repeat dose(s) given too soon at or after the minimum interval since the most recent dose).
- Persons who have completed a valid series with any HPV vaccine do not need any additional doses.

**Special situations:**

- **History of sexual abuse or assault:** Begin series at age 9 years.
- **Immunocompromised\* (including HIV)** aged 9–26 years: 3-dose series at 0, 1–2 months, and 6 months.
- **Pregnancy:** Vaccination not recommended, but there is no evidence the vaccine is harmful. No intervention is needed for women who inadvertently received a dose of HPV vaccine while pregnant. Delay remaining doses until after pregnancy. Pregnancy testing not needed before vaccination.

\*See *MMWR*, December 16, 2016;65(49):1405–1408, at [www.cdc.gov/mmwr/volumes/65/wr/pdfs/mm6549a5.pdf](http://www.cdc.gov/mmwr/volumes/65/wr/pdfs/mm6549a5.pdf).