



PARENT—STUDENT HANDBOOK

920 Trapelo Road, Waltham, MA 02452
Phone: 781-899-0353 Fax: 781-891-8734
www.ourladysacademy.org

OUR LADY COMFORTER OF THE AFFLICTED PARISH
†



Accredited by the
NEAS&C

920 Trapelo Road, Waltham, MA 02452

Tel: 781-899-0353 Fax: 781-891-8734 www.ourladaysacademy.org

November 1, 2010

Dear Parents, Guardians, and Students:

This Parent–Student Handbook has been compiled in an effort to inform parents/guardians and students of the routines and policies of Our Lady’s Academy.

With a better knowledge of what is expected of the students, the administration, the faculty, and the parents/guardians can work together to ensure quality education. This Handbook, therefore, will assist in providing a harmonious climate of learning.

The school reserves the right to change policies and procedures in this Handbook. Parents will be notified of any changes.

Sincerely,

Mrs. Chandra Minor
Principal



TABLE OF CONTENTS

Mission Statement	1
Philosophy of Education	1
Admission of Students	1
Transferring Students	1
Change of Address	2
Daily Schedule.....	2
School Cancellation	2
Morning Arrival	2
Supervision of Students	2
Tardiness.....	3
Attendance	3
School Work Missed Due to Family Vacations	3
Extra Help	3
Releasing Students during the School Day	3
Visitors.....	4
Dismissal	4
No Smoking Policy	4

PARKING LOT PROCEDURES

Morning Arrival	5
Parking during the School Day (8 am–2 pm) and for After-School Activities (After 3 pm).....	5
Afternoon Dismissal (Buses and Pick-Ups).....	6
Parking Lot Diagram.....	31

DRESS CODE

Uniform Company	6
Regular Uniform: Boys in Grades 1 through 8	7
Regular Uniform: Girls in Grades 1 through 8.....	8
Gym Uniform: Boys and Girls in Pre-K, Kindergarten, and Grades 1 through 8	9
Free Dress/Tag Day Dress Code	9
Designated Uniform Holidays.....	9

DISCIPLINE CODE

School Behavior Code	10
School Bus Discipline Code.....	11
Anti-Bullying Pledge.....	12

DISCIPLINARY PROCEDURES

Detention, Suspension, and Expulsion.....	12
Major Infractions.....	13
Academic Infractions	13

Behavior Infractions	13
In-School Suspension	14
Out-of-School Suspension	14
Parent/Guardian Conduct Code.....	14
Parent/Guardian Responsibilities.....	14

CLASSWORK, HOMEWORK, AND GRADING SYSTEM

Homework.....	15
Missed Work.....	15
Report Cards	16
Academic Honor Awards.....	16
Merit Awards	16
Retention	16

COMMUNICATION

Parent-to-Teacher Communication	17
Parent-to-Principal Communication	17
Teacher-to-Parent Communication	17
Principal-to-Parent Communication	18
Field Trips	18
Books	18
Service Requirement.....	18
Supplies	19
Birthday Parties	19
Telephone and Cell Phone Use.....	19
Elevator Use	19

MEDICATION POLICY AND PROCEDURE

Medication Order: Parent/Guardian Permission.....	19
Tylenol Permission	20
Medication Order Form	21
Tylenol Permission Form.....	22

FORMS AND OTHER INFORMATION

Field Trip Permission Slip.....	23
Anti-Bullying Pledge – Parents	24
Anti-Bullying Pledge – Students	25
Computer and Network Acceptable Use Policy.....	26
Student Network and Internet Agreement Form	29
Acceptable Service Hours Categories	30
Parking Lot Diagram.....	31

Our Lady's Academy

MISSION STATEMENT

The mission of Our Lady's Academy is to cultivate the foundations of learning through community and family interactions in the Catholic faith. We respect and appreciate the diversity of all cultures and learners and challenge them to reach their full potential. An education at Our Lady's Academy prepares its students to be responsible and productive citizens while leading a life of Christian service.

PHILOSOPHY OF EDUCATION

At Our Lady's Academy, educators and parents work together to enable the students to develop a set of values which includes self worth, self discipline, and a moral way of life. Our students demonstrate the love of God by living these values. We strive to build confidence in our students by teaching independence and critical thinking skills while utilizing their strengths and improving upon their weaknesses. Throughout the educational process, the students are challenged and encouraged to use their knowledge to become independent thinkers and make sound judgments based on Christian values.

Our educational philosophy is based on the teacher as the facilitator and guide in the education of the students. The teacher fosters a desire for lifelong learning and acts as a role model. Our Lady's Academy aspires to help children develop their full potential by using a variety of teaching methods and assessments to inform our instruction.

Our school community is dedicated to cultivating an appreciation of individuality found within our classrooms. Each student is taught to accept and respect the diversity that encompasses our lives. The students then develop the ability to make connections between school and life experiences. Students leave Our Lady's Academy ready to use Christian values socially, intellectually, and spiritually.

ADMISSION OF STUDENTS

Our Lady's Academy does not discriminate in the admission of students on the basis of race, creed, color, religion, or national origin. Students are admitted on the basis that their needs, both academic and emotional, can be met and that their attendance at this school will benefit them. Admission priority is given to children of parents who are members of and support Our Lady's parish. Non-Catholic members of the school agree to attend religion classes and services that are included in the regular school curriculum.

Students are admitted to Our Lady's on an annual basis. Continuance at Our Lady's for each successive year will be based on attitude, behavior, academic achievement, and the ability of the school to meet the child's needs and is entirely the decision of the principal.

TRANSFERRING STUDENTS

Parents of transferring students must sign a slip granting permission to Our Lady's to send student records to the new school. Permission slips may be picked up in the school office.

CHANGE OF ADDRESS

The school must be notified in writing of any change in a student's address, telephone number, and any other significant change in the status of a student.

DAILY SCHEDULE

Class hours for Pre-K through Grade 8 are as follows:

Monday through Friday 8:00 a.m.–2:20 p.m.

Half-day hours 8:00 a.m.–11:30 a.m. (Pre-K half-day: 9:00 a.m.–1 p.m.)

SCHOOL CANCELLATION

In the case of inclement weather Our Lady's Academy follows the "No School" decision of the Waltham Public Schools (if Waltham Public Schools are closed, then Our Lady's Academy is closed; if Waltham Public Schools has a delayed opening, then the Academy has a delayed opening). Announcements are made on the major radio and television stations and their websites (WBZ, WCRB, WRKO, and Channels 4, 5, and 7) and the Waltham Cable channel. A two-hour delayed opening means that school starts at 10 a.m. and school buses pick up students on their routes two hours later than normal. If the Academy needs to close early due to inclement weather, parents will be notified by a phone chain coordinated by the Room Parents.

MORNING ARRIVAL

Please see the Parking Lot Procedures on page 5 for important procedures that **must be followed** by all persons dropping off students.

The doors of the Academy open at 7:45 a.m. when all students are allowed to enter the building.

Students in Grades 1 through 8 that are bused or driven to school by their parents should enter the main door of the school.

All Pre-Kindergarten and Kindergarten students should enter the door located at the new wing that houses the early childhood classes. This door will be unlocked from 7:45 to 8:10 a.m. The door will be locked at 8:10 a.m. The same door will re-open at 8:55 a.m. until 9:15 a.m. to accommodate the 9:00 a.m. arrivals.

SUPERVISION OF STUDENTS

For the safety of all, students should not be dropped off on school property before 7:45 a.m. unless they receive permission from the Principal. It is the responsibility of the parent/guardian to see that his/her child is on time to school. Supervision of students by teachers begins at 7:45 a.m. The only exception to arriving before 7:45 a.m. is for a student serving a detention or meeting a teacher for previously scheduled extra help. At the end of the day, supervision of students by teachers ends when all school buses have left the property.

TARDINESS

Students who arrive after 8:00 a.m. are considered tardy. The only exception to this rule is a late bus arrival (students will not be considered tardy if they arrive on a Waltham school bus that is late for whatever reason). It is the responsibility of the parent/guardian to see that his/her child is on time to school. Students arriving after 8:00 a.m. must receive a tardy slip from the school office. Students arriving after 11:30 a.m. will be marked absent for the day. **(Three tardy slips in a term will make a student ineligible for a perfect attendance award.)**

ATTENDANCE

Regular attendance is essential to the progressive academic growth and success of each student. Absence of a student from school is justified only in the case of illness or the presence of some serious event, problem, or situation. Family vacations that occur when school is in session are not supported by the school and are considered unexcused absences. In the case of a student's illness, a parent must notify the office by telephone between 7:45 a.m. and 8:30 a.m. A student who has been absent from school should return to school with a written note that indicates the day(s) absent, the reason for the absence, and the signature of a parent or guardian.

SCHOOL WORK MISSED DUE TO FAMILY VACATIONS

Students who miss work as a result of taking a vacation when school is in session need to make up the missed work in the same number of days that they were out of school. *Future homework assignments will not be given prior to the student's departure date.* It is at the discretion of the teacher what assignments need to be made up and what assignments can be bypassed. Missed tests must be made up at the teacher's discretion. Long-term assignments (i.e., assignments that have been given prior to the student's departure) will not be given any extra time to be completed. The assignment is due on the due date. If the student will be on vacation on the due date, the student must turn in the assignment prior to his or her absence.

EXTRA HELP

Extra help is available to all students who desire it provided that the student's effort in class is obvious to the teacher. Arrangements should be made with the teacher when extra help is desired.

RELEASING STUDENTS DURING THE SCHOOL DAY

Whenever possible, appointments for students should be made after regular school hours. A student may not be released during the school day without the written request of the parent or guardian. Students may be released only to parents, guardians, or to someone authorized in writing by the parents/guardians of the child.

Written permission or a court order is necessary to give the school the authority to release the child to the other parent in a case where one parent has custody of the child. A court order is necessary to authorize the school to restrain a parent from access to his or her child. Authorized persons picking up students must report to the school office and the students will meet them there. Please follow the **Parking Lot Procedures on p. 5** for parking during the day.

VISITORS

Please see the **Parking Lot Procedures on page 5** for important procedures that **must be followed** by all persons visiting during the school day. Visitors are required to enter and leave the school by the main school door only. Any person entering the school must sign in at the school office and pick up a visitor tag before going to his or her destination. We make every attempt to ensure an optimum learning environment for the students. Parents in the hallways during class time create a major distraction to both the teachers and the students. Therefore, no unauthorized person is allowed in the classroom without permission from the school office. Office personnel will deliver both your messages and items to the classrooms. Parents must make an appointment if they wish to speak with a teacher.

DISMISSAL

Please see the **Parking Lot Procedures on page 6** for important procedures that **must be followed** by all persons picking up students at dismissal time.

The day concludes at 2:20 p.m. for Kindergarten through Grade 8. Pre-Kindergarten's academic day ends at 2:20 p.m.

Pre-Kindergarten parents who choose to pick up their children at 2:20 p.m. may do so by following the dismissal procedures outlined in the Parking Lot Procedures on page 6. Those Pre-Kindergarten parents who wish to have their children remain for the After School portion of the day will pick up their children at 4:30 p.m. from their classrooms by following the checkout procedures for Pre-K After School.

Pre-Kindergarten parents and all other parents of children in all other grades who choose to have their children stay until 6:00 p.m. may pick up their children from the After School Program in the cafeteria by following the checkout procedures established by the After School Director.

The school must be notified in writing of any changes to a child's regular form of transportation. A parent who wishes to pick up a child who regularly rides the school bus must notify the school in writing. A student must have written permission from the parent/guardian to ride on a school bus other than his/her own for transportation to another student's home. Please note, however, that this request may not be honored by the bus driver.

NO SMOKING POLICY

In consideration of the health of our students and staff a non-smoking policy has been established for Our Lady's Academy building and grounds. No smoking will be permitted in any area inside the building or anywhere on the school grounds Monday through Friday between the hours of 7:00 a.m. and 6:00 p.m. Smoking during special functions will only be allowed in the designated areas outside of the building.

PARKING LOT PROCEDURES

*We need everyone to follow these guidelines to ensure the safety of our children.
Please refer to the **Parking Lot Diagram on p. 31** for further clarification.*

MORNING ARRIVAL

During the morning arrival to school, parents/guardians are required to drive into the school parking lot using the entrance closest to the school. Parents are required to then **make an immediate left** and then make a right into one of the parking lanes. Parents must pull into a parking space to let their children off for the day.

- Parents must **not drive in the bus lane** that is located directly in front of the school. **There are no exceptions to this rule.**
- Cars are to move in the parking lot at a speed of not more than 5 mph, being mindful that children will be getting out of their cars to walk to the school's entrance.
- Parents must pull into a parking space **facing the church.**
- Parents should not park behind another car when pulling into a parking spot. The reason for this is to avoid parents having to back up to leave a parking spot. Parents **should not back up for any reason.**
- Parents must **not stop in the middle of a driving lane** let their children out. **There are no exceptions to this rule.**
- Students in Grades 1 through 8 that are bused or driven to school by their parents will enter the main door of the school.
- All Pre-Kindergarten and Kindergarten students will enter the door located at the new wing that houses the early childhood classes. This door will be unlocked from 7:40 to 8:10 a.m. The door will be locked at 8:10 a.m. The same door will re-open at 8:55 a.m. until 9:15 a.m. to accommodate the 9:00 a.m. arrivals.

PARKING DURING THE SCHOOL DAY (8 am–2 pm) AND FOR AFTER-SCHOOL ACTIVITIES (after 3 pm)

Visitors who come into the parking lot during the school day or for after-school activities should follow these procedures:

- **Do not drive in the bus lane** next to the school. The parking spaces that are accessible from the bus lane are reserved for faculty and handicapped persons with a valid handicap license plate or placard.
- Visitors should park in a spot **facing away from the school** and towards the church.

Half of the parking lot closest to the playground is used for recess and after-school activities.

- It is extremely important that **no one drive or park beyond the yellow line, orange cones, and light pole** in the center of the parking lot at any time.

PARKING LOT PROCEDURES (continued)

*We need everyone to follow these guidelines to ensure the safety of our children.
Please refer to the **Parking Lot Diagram on p. 31** for further clarification.*

AFTERNOON DISMISSAL (BUSES AND PICK-UPS)

Dismissal for the day is done in an orderly fashion with buses being called first, followed by pick-ups.

- Students who ride buses home will assemble in the connector to the new wing.
- Each bus will be called one by one and the students will file out of the building.
- Each bus will be boarded and begin to leave the school grounds before the next bus is called.

After all the buses have been called and have left the school grounds, “pick-ups” will be called.

- Classroom teachers or their designees will escort the children who are being picked up to the sidewalk and grassy area adjacent to the church, where they will be met by their parents/guardians.
- Parents/guardians **should not** call their children out of line before the teachers have reached the grassy area. Doing so means that the children then walk in the parking lot and in the bus lane. This is dangerous and confusing to other students who are following the rules.
- Parents **must** park in the parking lot on the far side of the church (the lot farthest from the school). Parents are **not allowed to park in the regular parking lot** (the lot closest to the school) **during dismissal time**.
- Parents will meet their children on the sidewalk next to the church. Once the pick-up students are in their cars, **parents must** leave the parking lot by the **exit at the far side of the church**.

DRESS CODE

The dress code should be enforced at home by the parents. The dress code consists of two parts: the Uniform Code and the Free Dress Code.

UNIFORM COMPANY

J.B. Edward Uniforms Company is the company of choice for Our Lady’s Academy uniforms. Our Lady’s Academy dictates the style, the proportions (length/fit), the color, the quality, and the proper logo and its placement. Uniforms may be ordered from:

J.B. Edward Uniforms	1-800-654-5148
39 Cummings Park	781-376-2071
Woburn, MA 01801	www.jbedwarduniforms.com

The Principal and Faculty reserve the right to keep a child from attending classes if he or she is not dressed in the proper uniform. Three violations of the uniform code in one term will result in a detention.

OUR LADY'S ACADEMY UNIFORM CODE

Boys in Grades 1 through 8

REGULAR UNIFORM: May be worn all year long (see page 10 for gym uniform)

- Polo Shirt Blue short or long sleeve with logo (grades 6-8 may wear a yellow short or long sleeve polo shirt with logo)
- Pants Navy twills or navy corduroy dress pants
- Socks Navy or white crew socks (gym socks are **not** acceptable)
- Belt Navy, brown, or black
- Shoes Navy, black, brown (sneakers may be worn **only** on gym day)
Shoe styles that are permitted: bucks, penny loafer, oxford.
Shoe styles that are **not** permitted: boots of any kind (including Uggs), Crocs, platform styles, sneakers, sneakers with wheels (Heely's), clogs, open sandals, and flip-flops.

SUMMER UNIFORM: May be worn from beginning of school year through September 30 and from April 1 to the end of the school year

- Shorts Navy pleated twills (cargo, cropped, or casual shorts are **not** acceptable)
Shorts should fall above the knee by no more than 1 to 2 inches. They should **not** hang below the knee.
- Polo Shirt Blue short sleeve with logo
- Socks Navy or white crew socks (no sneaker socks)
- Belt Navy, brown, or black
- Shoes Navy, black, brown (sneakers may be worn **only** on gym day)
Shoe styles that are permitted: bucks, penny loafer, oxford.
Shoe styles that are **not** permitted: boots of any kind (including Uggs), Crocs, platform styles, sneakers, sneakers with wheels (Heely's), clogs, open sandals, and flip-flops.

SWEATER OPTIONS FOR BOYS IN GRADES 1 THROUGH 8

- Navy v-neck cardigan, with two pockets and logo
- Navy v-neck pullover long sleeve with logo
- Navy crew neck pullover long sleeve with logo
- Navy v-neck sleeveless vest with logo
- Navy sweatshirt with logo
- Navy hooded sweatshirt with logo

OTHER NOTES FOR BOYS

Boys are not permitted to wear earrings. Boys are to wear their hair tapered above the shirt collars. Conservative haircuts that are suitable with the concept of uniform are required. No temporary or permanent tattoos shall be visible at any time. The Principal and Faculty reserve the right to keep a boy from attending classes if he is not dressed in the proper uniform. Three violations of the uniform code in one term will result in a detention.

OUR LADY'S ACADEMY UNIFORM CODE

Girls in Grades 1 through 8

REGULAR UNIFORM: May be worn all year long (see page 10 for gym uniform)

- Polo Shirt Blue short or long sleeve with logo (grades 6-8 may wear a yellow short or long sleeve polo shirt with logo)
- Skirt Navy blue (skirts should be no shorter than 2 inches above the knee)
- Pants Navy twills or navy corduroy dress pants (cargo, cropped, or casual pants are **not** acceptable)
- Socks Navy, black, or white solid knee socks or ankle socks (gym socks or patterned socks are **not** acceptable)
- Belt Navy, brown, or black
- Shoes Navy, black, or brown (sneakers may be worn **only** on gym day)
Shoe styles that are permitted: buck, t-strap, penny loafer, and shoes with heels less than two inches.
Shoe styles that are **not** permitted: boots of any kind (including Uggs), Crocs, platform styles, sneakers, sneakers with wheels (Heely's), clogs, open sandals, and flip-flops.

SUMMER UNIFORM: May be worn from beginning of school year through September 30 and from April 1 to the end of the school year

- Shorts Navy pleated twills (cargo, cropped, or casual shorts are **not** acceptable)
- Polo Shirt Blue short or long sleeve with logo
- Socks Navy blue knee socks/tights or white ankle socks (no sneaker socks)
- Belt Navy, brown, or black
- Shoes Navy, brown, black (sneakers may be worn **only** on gym day)
Shoe styles that are permitted: buck, t-strap, penny loafer, and shoes with heels less than two inches.
Shoe styles that are **not** permitted: boots of any kind (including Uggs), Crocs, platform styles, sneakers, sneakers with wheels (Heely's), clogs, open sandals, and flip-flops.

SWEATER OPTIONS FOR GIRLS

- Navy crew neck cardigan with logo
- Navy v-neck pullover long sleeve with logo
- Navy v-neck cardigan 2 pockets with logo
- Navy crew neck pullover long sleeve with logo
- Navy sweatshirt with logo
- Navy hooded sweatshirt with logo

OTHER NOTES FOR GIRLS

Girls uniforms should be no shorter than 2 inches above the knee. Girls are not permitted to wear excessive make-up or jewelry (such as large fashion earrings, bracelets, etc.). No temporary or permanent tattoos shall be visible at any time. The Principal and Faculty reserve the right to keep a girl from attending classes if she is not dressed in the proper uniform. Three violations of the uniform code in one term will result in a detention.

GYM UNIFORM

Boys and Girls in Pre-K, Kindergarten, and Grades 1 through 8

GRADES PRE-K AND KINDERGARTEN: Gym uniform is to be worn every day.

GRADES 1 THROUGH 8: Gym uniform may be worn **only** on gym day.

Sweatpants	Navy with logo
Sweatshirt	Navy with logo
T-shirt	Gold with logo (please note that a gold turtleneck with logo can serve as a substitute for the T-shirt from October 1 to April 1)
Gym shorts	Navy with logo
Shoes	Sneakers (please note that platform sneakers and sneakers with wheels [Heely's] are not permitted)

FREE DRESS/TAG DAY DRESS CODE

DESIGNATED UNIFORM HOLIDAYS

Our Lady's Academy has two types of designated uniform holidays: Free Dress days and Tag Days. Tag Days are designated days scheduled once a month on which students can wear something other than their regular uniforms. Students must pay a fee at the beginning of the year to participate in all Tag Days and the money collected goes to the PTO treasury. Free Dress days are other days during the year when students may be permitted to wear something other than their regular uniforms.

To maintain a proper academic atmosphere in our school we need everyone's cooperation in following these guidelines during designated uniform holidays:

- Students may not wear a head covering in the building (e.g., hats, scarves, bandanas). Headbands may be worn.
- Halter tops, bare midriffs, spaghetti-strap outfits, tank tops, see-through blouses, and sleeveless undergarments are **not** acceptable.
- Micro-miniskirts and short-shorts are **not** acceptable. The hems of skirts and shorts must fall to at least the index fingertip of the student's extended arm.
- Torn or slashed pants, tights, or revealing clothing (spandex, bike pants, etc.) are **not** permitted. Pants worn below the hips are also **not** acceptable.
- Articles of clothing and/or buttons, etc., which have indecent, provocative, inflammatory, or profane writing, pictures, or slogans are not acceptable. Any clothing promoting substance use or abuse is inappropriate and **not** acceptable.
- Tinted glasses or sunglasses may be worn only if they are prescription lenses. No goggles are permitted.
- Workout or gym clothes are **not** acceptable.
- Pajamas are **not** acceptable.

General Rule: If you have to ask if it is appropriate, it probably is not. Students found with inappropriate dress will be asked to change or cover their clothing. Parents will be notified of violations of the designated uniform holiday dress code.

DISCIPLINE CODE

All students of Our Lady's Academy are subject to and must abide by the rules and regulations approved by the school administration. Any student willfully disobeying these rules is subject to disciplinary action. Discipline is solely enforced by the Principal and Faculty. Extraordinary discipline matters will be addressed by the Principal with the cooperation of the student's parents. The Principal's decision is final.

In order to maintain an atmosphere of Christian dignity, peace, and justice, Our Lady's Academy asks parents to cooperate with the Principal and her assistants in inspiring our students to live up to the values and behaviors of our Catholic faith. We expect parents to take an active interest in their children's behavior, academic effort, and appearance and to make every effort to ensure their children's cooperation and proper conduct.

We expect parents to notify the Principal if any unusual or traumatic experience might affect their children's effort or behavior. Such information will be held in strictest confidence. Home and school lives are intrinsically linked. A student cannot perform well without encouragement. Student performance is dependent upon support from both home and school.

SCHOOL BEHAVIOR CODE

Students at Our Lady's Academy are expected to:

- Treat all persons in the community with respect and courtesy.
- Knock before entering a classroom.
- Be in full uniform at all times.
- Walk quietly in lines.
- Walk in absolute silence in a fire drill.
- Behave in the manner directed at whole school gatherings.
- Walk, not run, in the school corridors.
- Refrain from bringing excessive amounts of money, radios, bicycles, toys or any other valuables to school. For specific policies on cell phone usage, please refer to Telephone and Cell Phone Use on p. 19.
- Be in a classroom where a supervisor is present.
- Refrain from littering the school or the school yard.
- Report any damaged equipment or potentially dangerous situation.
- Conduct themselves in a way that is appropriate to a peaceful, safe, Christian community ruled by justice to all.

The following rules must be adhered to.

Students at Our Lady's Academy **will**:

- Obey the classroom and school discipline codes.
- Obey instructions given to them by teachers and or supervisors.
- Obey instructions given to them by lunchroom, library and other supervisors.

Students at Our Lady's Academy **will not**:

- Go beyond the designated boundaries in the school yard. The boundaries are as indicated below and are designated with orange cones during outdoor recess time.
- Be present in the auditorium, the hall in front of the auditorium, the cafeteria, or any other part of the building that does not involve their schooling without permission.
- Use vulgar language or gestures or engage in name-calling.
- Push, shove, or fight with another person.
- Chew gum in school, on the bus, or out in the school yard.
- Play contact sports.
- Make or throw snowballs.
- Leave the school during the school day without permission.
- Bring war toys or games to school.
- Bring hard balls to school.
- Bring any weapons to school.
- Take any item that does not belong to him or her.
- Touch anything on a teacher's desk.
- Cheat or steal.
- Have cell phones visible or in use during the school day.
- Bring any alcohol or non-prescription drug to school. Also, prescription drugs may not be brought to school without the proper documentation. All doctor's orders must be given to the nurse and all prescription drugs need to be held at the Nurse's Office. (Please see the Medication Policy on pp. 19–20, the Medication Order for Licensed Prescribers on p. 21, and the Tylenol Permission Form on p. 22.)

With respect to the school building and property, students **will not**:

- Alter any equipment or materials.
- Write on or otherwise deface school property.
- Abuse the lavatories or the supplies therein.

SCHOOL BUS DISCIPLINE CODE

Our Lady's Academy needs the cooperation of both students and parents to ensure proper behavior and safety when students are riding a school bus. Children must follow these rules when they are passengers on a school bus:

- Remain seated; do not change seats while the bus is in motion.
- Books and other property should be stowed on your lap. Musical instruments do not belong in the step well or in the aisles of the bus.
- No eating on the bus.
- Do not throw anything in the bus or out of the bus windows.

- Arms, hands, and heads must remain in the bus at all times.
- Excessive noise and shouting could distract the driver and lead to an accident.
- If you have large packages or animals to bring to school ask your parent to transport you on that day.
- Obey all the directions of the bus driver quickly and courteously.
- Stay seated until the bus has stopped and the driver has opened the door.
- Do not push or shove other students.
- If you must cross the street, do so at least 10 feet in front of the bus.
- Look both ways when crossing the street. Even though it is the law that people must stop when they see the flashing lights, some drivers do not stop.
- Leave the bus stop immediately and go directly home.

The process for handling behavior problems, including smoking and inappropriate language, on school buses shall be as follows:

First offense: A letter shall be sent from the principal to the parents informing them of the misbehavior.

Second offense: Bus privileges may be revoked for up to and including a two-week period and parents shall be notified by the principal.

Third offense: Transportation privileges may be taken away from the students for the rest of the school year and the parents/guardians shall be notified.

ANTI-BULLYING PLEDGE

Each year, all parents and students of Our Lady’s Academy are required to sign the Anti-Bullying Pledge. We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality. Bullying can be, but is not limited to, pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying. Please see the Anti-Bullying Pledge for Parents and Students on pages 24 and 25, respectively. These forms must be signed each year.

DISCIPLINARY PROCEDURES

DETENTION, SUSPENSION, AND EXPULSION

The common disciplinary action for an infraction of school laws shall be detention, defined as the presence of the students at a detention session either from 7:00-7:45 a.m. or 2:30-3:15 p.m. at the teacher’s discretion. Parents will be informed by written notice if their child has been given a detention. Transportation of the student before or after detention is the responsibility of the parent. Detention is an integral part of Our Lady’s Academy discipline code and does not allow for exception. Parents are requested to arrive promptly to pick up their child.

Serious infractions of the school regulations can lead to in-school or out-of-school suspension and/or expulsion of a student. **In-school suspension** means that the student will do his or her classroom work in the office for a number of days decided by the Principal. **Out-of-school suspension** means that the student will not attend school for the number of days (10 or less) decided by the Principal.

Students serving in-school or out-of-school suspensions will receive a grade of zero on any tests or quizzes given during the period of suspension.

Expulsion means that the student will no longer be allowed to attend Our Lady's Academy.

MAJOR INFRACTIONS

Some actions are considered **major infractions** of the discipline code and can lead to in-school or out-of-school suspension or expulsion of the student. Such actions include but are not limited to:

- Violence (threatened or acted), fighting, physical injury of another person, or chronic physically aggressive behavior.
- Destruction or defacing of school property. Restitution will be required.
- Vulgar language, actions, or possession of obscene materials.
- Disrespect to school or parish officials, parents, custodial staff, and visitors.
- The use or possession of alcohol, tobacco, non-prescription drugs, prescription drugs, or illegal drugs.
- Unauthorized absenteeism.
- Possession and/or use of potentially dangerous weapons or objects.
- Stealing, malicious lying, and cheating.
- Misuse of the Internet by logging into unapproved sites, involving other students on a site by using their names and any other information, personal or otherwise. Please see the Computer and Network Policy and Agreement on pages 26–29 for more specific information regarding the use of computers.

ACADEMIC INFRACTIONS

For academic infractions, the following will be the policy for each term:

Missed homework assignments will be handled first by the homeroom teacher and will be based on the classroom rules. If necessary, the teacher will consult with the Principal, as he/she deems necessary. Individual classroom homework policies will be shared with parents during Curriculum Night at the start of each school year.

BEHAVIOR INFRACTIONS

For behavior infractions, the following will be policy for the entire year (not each term):

After a student receives three conduct detentions during the course of the school year, a conference will be required with the student's parents and teacher(s). However, if a student commits a major infraction of the school regulations (as outlined above), the student may receive an immediate in-school or out-of-school suspension or expulsion after a phone conversation or meeting with the parents.

IN-SCHOOL SUSPENSION

A student who commits a fourth conduct infraction during the school year will receive an in-school suspension rather than another detention. The duration of the in-school suspension will be determined by the principal. The seriousness of the infraction will determine the length of the in-school suspension.

OUT-OF-SCHOOL SUSPENSION

If a student commits a conduct infraction after serving an in-school suspension, the student will automatically receive an out-of-school suspension. The duration of the out-of-school suspension will be determined by the Principal. The seriousness of the infraction will determine the length of the out-of-school suspension.

The in-school or out-of-school suspension will begin as close to the time of the infraction, provided that a meeting has been held between the parents/guardians, the student, and the Principal.

We would like to make it clear that missed work or tests due to an in-school or out-of-school suspension may adversely affect a student's grade.

In order for a student to return to school after serving an out-of-school suspension, a conference must occur with the Principal and parents/guardians. At this conference, the student's future at Our Lady's Academy will be discussed.

Under the code of the Commonwealth of Massachusetts the school is considered co-tenant and reserves the right with reasonable cause to search any person and all property and lockers and to seize any objectionable items.

The Principal reserves the right to ask any student to withdraw from the Academy if he or she does not appear to be profiting from attendance at Our Lady's Academy.

PARENT/GUARDIAN CONDUCT CODE

We assume that parents and guardians will treat the staff, parents, and students of Our Lady's Academy with respect. Inappropriate language, gestures, or physical contact by parents/guardians directed towards staff, fellow parents/guardians, or students will not be tolerated. If a violation of the parent/guardian conduct code occurs, the Pastor and/or Principal reserves the right to terminate the family's affiliation with Our Lady's Academy.

PARENT/GUARDIAN RESPONSIBILITIES

The education of young people is a cooperative effort involving the students, school, and parents. Informed parents make fine partners in the educational process. While the Academy will make every effort to keep parents and guardians informed, parents and guardians must take the initiative to learn about their child's program and status.

Parents/guardians should be willing to accept the following responsibilities:

- To send their children to school in the proper state of health, clean and well-groomed, and arriving to school on time.
- To encourage positive attitudes toward learning.
- To provide adequate time and a proper environment for students to study and complete homework assignments on a daily basis.

- To reinforce respect for school authorities and other students.
- To cooperate with school personnel in an effort to maintain and improve student attitudes and behavior, as well as motivate their children's enthusiasm for excellence, involvement in extra-curricular activities, and acceptance of the challenge of responsibility.
- To assume full responsibility for damage to school property caused by their child, including the financial responsibility for repair or replacement of the property.
- To encourage their children to be proud members of the Our Lady's Academy.

CLASSWORK, HOMEWORK, AND GRADING SYSTEM

HOMEWORK

Homework is assigned to:

- Help the student become more self-reliant.
- Help the student to learn to work independently.
- Review and reinforce the skills that have been taught in class.
- Complete certain projects that require individual and creative effort.

A student is never given a homework assignment on work that has not first been introduced in class.

Homework Guidelines: Homework may involve written work and/or studying. Weekend homework is at the discretion of the teacher. The following are guidelines for the amount of time spent on weekday nights at home.

Grade 1: 10-20 minutes

Grades 2 & 3: 20-30 minutes

Grade 4: 30-60 minutes

Grades 5 & 6: 60 to 90 minutes

Grades 7 & 8: 90 to 120 minutes

MISSED WORK

Class work and homework missed due to illness or other excused absences must be made up in the same number of days as the student was absent. For example, if a student is absent for two days he or she will have two days to make up the work. Tests missed due to illness or any other excused absence must be made up when the teacher designates.

REPORT CARDS

Report cards will be issued three times a year: in the fall, spring, and on the last day of school. Letter grades are given in Grades 3 through 8 and indicate the quality of the student's work, as explained below:

A- 90-93	A 94-96	A+ 97-100	Represents exceptional quality of work, insight into material, and mastery of subject content at this grade level. It may also connote outstanding creativity and originality of thought.
B- 80-83	B 84-86	B+ 87-89	Represents work indicating a better than satisfactory grasp of the material and an ability to apply this material at grade level.
C- 70-73	C 74-76	C+ 77-79	Represents work that is satisfactory in both quality and quantity at this grade level.
D- 60-63	D 64-66	D+ 67-69	Represents less than a minimum standard of work for the course at this grade level.
	F <60		Represents failing.

ACADEMIC HONOR AWARDS

Students in Grades 4, 5, 6, 7, and 8 receiving all A's and not less than 1 in conduct and effort in any marking period will be awarded First Honors for that marking period. (The only exception to this is a 2 or below in penmanship.)

Students in Grades 4, 5, 6, 7, and 8 receiving all A's and B's and not less than 1 in conduct and effort in any marking period will be awarded Second Honors for that marking period. (The only exception to this is a 2 or below in penmanship.)

MERIT AWARDS

Students in Grades 6, 7, and 8 are eligible to receive a merit award each marking period. This award is based on the student's continuous academic growth, good conduct, and Christian attitude.

RETENTION

Any student who does not meet the minimum standards of work in Grades Pre-Kindergarten through Grade Five is subject to potential retention in his/her grade. A meeting with the parents, teacher(s) and Principal will be scheduled to discuss the possible retention with the final decision being made by the Principal.

Any student in Grades 6, 7, and 8 failing one or two subjects must make them up in summer school and must receive a mark of C or better before being admitted to the next grade. Any student in Grades 6, 7, and 8 failing three or more subjects is subject to potential retention in that grade, the final decision being made by the Principal.

Teachers notify parents of students needing to attend summer school. Occasionally a student's need for summer school doesn't become evident until late in the school year.

Usually any student in Grade 7 or 8 needing to repeat the grade may not repeat it at Our Lady's Academy. In order to receive a diploma at graduation a student must pass every subject. In the event that a student fails a subject, he or she must make the failure up at summer school receiving a mark of C or better before being granted his/her diploma.

COMMUNICATION

The school administration is the proper source of information for answers to questions about school policy, activities, and other related matters that concern the functioning and/or welfare of this school. Requests for such information should be made by the parent directly to the Principal or her designate.

PARENT-TO-TEACHER COMMUNICATION

Please communicate with your child's teacher in the preferred way that the teacher has requested, whether it be a note, take home folders, email, or web links they have provided.

Meeting with faculty should be arranged ahead of time with the teachers. We would like to avoid teachers being interrupted during class time by parents to discuss an issue or specific child. There should be no parents or guardians in the classroom or corridor area during drop-off time, pick-up time, or throughout the day without a prior appointment. (The only exception to this is the Pre-K and Kindergarten parents dropping off their children in the morning.) Please send a note in with your child to ask a teacher when it is convenient to talk. And, as always, please be sure to check in at the office before entering any part of the school building for any activity.

When a parent is concerned about his/her child's progress or adjustment in school, the first person to discuss this with is the child's teacher. At the conclusion of this meeting, if either the parent or the teacher feels that the matter needs the assistance of the Principal in solving the problem, then that party may request that assistance. Following this, the parent, teacher, and Principal will meet in order to seek out alternative ways to solve the problem. If the problem or situation continues, then any of the three parties may request a follow-up meeting with all three parties (the parent, the teacher, and the Principal) present.

PARENT-TO-PRINCIPAL COMMUNICATION

The Principal is available for conferences with parents by appointment with the exception given to an emergency. Please call the school office for an appointment. Email is also an acceptable way of communication, but in view of the number of emails received by the Principal each day, response might not be immediate.

TEACHER-TO-PARENT COMMUNICATION

In the fall of the school year, an evening is planned in which the teachers present their program, policies and expectations to the parents of their students. Teachers will contact parents when it is necessary to confer with them concerning the physical, psychological or academic progress or state of their child.

Mandatory report card conferences are scheduled after the fall marking period. Optional report card conferences will be available after the spring marking period. In the middle of each marking period, all students in grades 1-8 who are at risk will receive an interim report. A summary of pertinent grades and concerns about conduct and effort will be included. The interim reports are to be signed and returned to the homeroom teacher.

Each teacher will determine his/her policy concerning tests sent home to be signed.

PRINCIPAL-TO-PARENT COMMUNICATION

The Principal periodically sends out emails to all parents and guardians to keep everyone informed of school activities and academic progress. The school office must have an email address on file for each family in order to ensure that all parents and guardians receive email updates from the office. Our Lady's Academy also maintains an up-to-date website with information about school events and policies. The Academy's Calendar is always available online with the latest information on upcoming events. Please instruct your child to give you all the school communications he or she receives in school.

FIELD TRIPS

Field trips are provided as an extension and enrichment of the curriculum. Field trips are privileges afforded to students: no student has an absolute right to a field trip. Students can be denied participation in a field trip if they fail to meet academic or behavioral requirements (see School Bus Discipline Code on pages 11–12). Students who fail to submit a properly signed Field Trip Permission Slip will not be allowed to participate in the field trip (see p. 23). Telephone calls will not be accepted in lieu of the proper Field Trip Permission Slip. Parents have the right to refuse to allow their child to participate in a field trip.

Guidelines for chaperones on field trips:

- The foremost duty is to ensure the safety and well being of the students in their care.
- Please refrain from smoking during a field trip.
- Please refrain from personal cell phone use during a field trip.
- Report any incidents to the teacher regarding lost child, missing belongings, misbehavior, etc.
- If requested, please stay with the entire group.
- Bathroom visits must be closely supervised.
- Check with the teacher to see what the plans are: i.e., what exhibits will the group visit.
- Take initiative on the bus to maintain a safe and quiet environment.
- Please don't give your child or group any special privileges such as purchasing candy, soda, or gifts that others in the group are not able to purchase. Likewise please don't purchase items for your group that the rest of the class are not able to purchase.

BOOKS

Students are responsible for all books assigned to them. In the event books are misplaced or damaged, the student must reimburse the school for them. All books must be transported in a school bag.

SERVICE REQUIREMENT

It is the responsibility of those who choose the service option in reducing their tuition to follow the guidelines set for such service as stated in the Acceptable Service Hour Categories listed on p. 30. All service hour projects must be approved by the Principal or her designee. Those who do not fulfill the volunteer service hours will be assessed the difference in tuition.

SUPPLIES

At the end of every school year, your child's teacher will send home a note indicating art supplies, pens, pencils, notebooks, and anything else your child may need for the following school year. Supply lists are also posted on the Academy's website over the summer. Please do not make any purchases until you receive this list.

Students in Grades 4-8 are required to purchase a dictionary. Students in Grades 5-8 are required to purchase a thesaurus.

Please keep your child supplied with pens and pencils and other needed art supplies throughout the school year.

BIRTHDAY PARTIES

Invitations to birthday parties may not be handed out in the classroom unless all the students or all the boys or all the girls in a class are receiving invitations.

In order to send your child's class a dessert to celebrate his/her birthday, you must first seek the teacher's permission. No cakes please. Classroom teachers are free to set a policy as to which items are acceptable. Please try to be aware of food allergy concerns.

TELEPHONE AND CELL PHONE USE

Students may not use the office telephone to call home for homework or other items they have forgotten to bring to school. Please see to it that your child has all that is needed for school before he or she departs for the day.

The **use of cell phones** by students during the school day is **strictly prohibited with no exceptions**. If a child brings a cell phone to school and it is lost or stolen the school assumes no responsibility for the loss.

ELEVATOR USE

Student use of the elevator is strictly prohibited without permission from the Principal and/or staff. The use of the elevator is intended primarily for the disabled.

MEDICATION POLICY AND PROCEDURE

Our Lady's Academy will follow the policies and procedures of Waltham Public Schools in Accordance with the Massachusetts Department of Public Health Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

Our school district requires that a form must be on file in your child's health record before we begin to give any medicine at school. This must be signed by the prescribing physician.

MEDICATION ORDER

- The written Medication Order form (found on p. 21) should be taken to your child's licensed prescriber (your child's physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each school year.
- This form must be signed by the licensed prescriber and by the parent/guardian.

- This form must be completed for all medications which are prescribed for a child to be administered during school hours.

Medicines should be delivered to school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Please ask your pharmacist to provide separate bottles for school and home. No more than a thirty day supply of the medicine should be delivered to the school.

When your child needs a medicine to be given during the school day, please act quickly to follow these policies so that we may begin to give the medicine as soon as possible.

TYLENOL PERMISSION FORM

The school nurse is permitted to administer Tylenol (acetaminophen) to students in appropriate situations. Tylenol (acetaminophen) can be dispensed along strict medical guidelines and only with parents/guardians consent. A Tylenol Permission Form signed by a student's parents/guardians must be on file in the nurse's office before she can give Tylenol to a student (see p. 22).



ACADEMY

**Medication Order
(To be completed by Licensed Prescriber)**

NEA
S/C
Accredited by the
NEAS&C

920 Trapelo Road, Waltham, MA 02452

Tel: 781-899-0353 Fax: 781-891-8734 www.ourladyacademy.org

Student's Name _____ Grade _____ Date of Birth _____

Name of Licensed Prescriber _____

Business Phone _____ Emergency Phone _____

Medication Prescribed (Dose, Frequency & Route) _____

Time(s) of Administration _____

(Please note: whenever possible, medication should be scheduled at times other than school hours).

Specific Instructions re: administration (if any) _____

Date of Order _____ Discontinuation Date _____

Diagnosis (if not violation of confidentiality) _____

Any other medical conditions relevant to medication prescribed (if not in violation of confidentiality):

Specific side effects, contraindications, or possible adverse reactions to be observed:

Other medications being taken by student:

Consent for self-administration (provided the school nurse determines it is safe and appropriate)

Yes___ No___

Signature of Licensed Provider: _____ Date _____

Parent/Guardian

I request that my child _____ receive the medication prescribed above by
licensed provider _____ .

Signature of parent/guardian _____ Date _____



Tylenol Permission Form

920 Trapelo Road, Waltham, MA 02452

Tel: 781-899-0353 Fax: 781-891-8734 www.ourladysacademy.org

Dear Parent or Legal Guardian,

The Waltham Public School’s Medication Policy permits Nurses to administer Tylenol (acetaminophen) to students in appropriate situations. The policy is designed to minimize disruptions to your child’s school day due to minor ailments. The Tylenol is to be dispensed along strict medical guidelines, and only with your consent. It would be given as a single dose for the following reasons: headache, sore throat, minor aches, mild fever and mild joint aches. Please sign below if you consent to the school nurse administering Tylenol to your child consistent with the reasons stated above. Consenting parent/legal guardians may be notified by the school nurse by phone prior to actually administering Tylenol.

I, _____, parent/legal guardian of _____ give permission to the school nurse to administer Tylenol to my child when they seek the nurse’s assistance for the following: headache, sore throat, minor aches, mild fever and mild joint aches.

Parent’s/Legal Guardian’s Signature: _____ Date _____

Nursing Information for Dispensing Tylenol

Drug Allergies (please list or indicate “none” if none are known): _____

Current Medications: _____ None _____

Contraindications: _____ None _____



NEA
S&C
Accredited by the
NEAS&C

Field Trip Permission Slip

920 Trapelo Road, Waltham, MA 02452

Tel: 781-899-0353 Fax: 781-891-8734 www.ourladyacademy.org

I, _____, parent/guardian of

_____, hereby give him/her permission to attend and hereby request that Our Lady's Academy of the Afflicted School allow my child to participate in the field trip to:

Name of Place

Date

Time

With the full understanding that Our Lady's Academy making all arrangements for the above stated trip, I hereby release and save harmless Our Lady's Academy and any and all personnel, staff employees, agents and volunteers from any and all liability for any injuries, loss, damages, or other claims arising out of or resulting from this trip.

Parent/Guardian signature

Parent/Guardian address

Telephone number

Your child will not be allowed to attend this field trip without this permission slip signed and returned to school.



Anti-Bullying Pledge — Parents



Accredited by the
NEAS&C

920 Trapelo Road, Waltham, MA 02452

Tel: 781-899-0353 Fax: 781-891-8734 www.ourladyacademy.org

We, the parents of Our Lady's Academy, agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be, but is not limited to, pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the parents agree to:

1. Keep ourselves and our children informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with our children their feelings about school work, friendships, and relationships.
4. Inform faculty of changes in our children's behavior or circumstances at home that may change his/her behavior at school.
5. Alert faculty if any bullying has occurred.

Signature of Parent(s)/Guardian(s): _____

Print name(s): _____

Date: _____



ACADEMY

Anti-Bullying Pledge — Students



Accredited by the
NEAS&C

920 Trapelo Road, Waltham, MA 02452

Tel: 781-899-0353 Fax: 781-891-8734 www.ourladaysacademy.org

We, the students of Our Lady’s Academy, agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be, but is not limited to, pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

Student name (print)	Student signature	Grade	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A COMPUTER AND NETWORK ACCEPTABLE USE POLICY

(Please note: All students and parents must sign the Student Network and Internet Agreement each year before a class will be allowed to use the Internet.)

Our Lady's Academy is fortunate to have a connection to the Internet to supplement the other resources already available to staff and students. Through the Internet, your child will have the entire world at his or her fingertips and be able to explore. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Parents and guardians need to decide whether to permit their children to access the Internet.

It is the responsibility of all users—staff and students alike—to ensure that, at all times, the Internet is being used only for educational purposes. Student use of the Internet will be under the supervision of school staff, but due to the nature of the Internet and evolving technology, even with supervision, students might get to an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher and return to the educational topic assigned.

Our Lady's Academy uses an Internet filtering software. This software is designed to identify web sites that educators believe are inappropriate for students and to prohibit access to those sites. However, no system is perfect. On a global network it is impossible to control access to all materials that are objectionable or inappropriate. In addition, a persistent user may be able to gain access to sites that are supposed to be filtered. The school cannot and does not represent that users will not have access to inappropriate or objectionable material. Parents and guardians must consider this in deciding whether or not to permit their children access to the Internet.

It is important that your child understand that any violation of this Acceptable Use Policy (AUP) may result in the loss of use of the Internet or other disciplinary action similar to violation of other school policies. We ask that you work with your children in reinforcing the behaviors associated with the AUP and the attached student agreement.

It is the policy of the Archdiocese Department of Education and the school that all technology used to access the network will be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of network and Internet privileges for the user. Individual users of the network—students and adults—are responsible for the use of the network. The use of the network must be in support of education and research and must be consistent with academic actions of the school and will be under the supervision of the school staff. Any use of the system must be in conformity to state and federal law and network provider policies and licenses. Use of the system for illegal and commercial activities is prohibited.

The Archdiocese Department of Education and the school make no warranties of any kind, whether expressed or implied, for the service it is providing. The Archdiocese Department of Education and the school will not be responsible for any damages you suffer while on this system. These damages include loss of data resulting from delays, nondeliveries, misdeliveries, or service interruption caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at your own risk. The Archdiocese Department of Education and the school deny any responsibility for the accuracy or quality of information obtained through its services.

Security is a high priority on computer networks. If you identify a security problem, you must notify a teacher or school administrator immediately. Do not demonstrate the problem to other users. You may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.

As a responsible user, you will:

- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Conform to copyright laws.
- Never reveal personal information about yourself or any other user, such as address, telephone number, credit card numbers, social security number, etc.
- Neither tamper with the system or alter, delete, or destroy any data that are not yours.
- Use the school network only during times assigned or otherwise permitted by the staff.
- Never disclose your access password or use the access password of another user.

As a responsible network user, you must be aware that:

- The school network is to be used only for educational purposes.
- Internet accounts, if assigned, shall be used only by the authorized owner of the account.
- Any attempt to gain unauthorized access to accounts on the Internet is prohibited.
- Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited.
- Unauthorized access to other systems (e.g., “hacking”) is prohibited.
- Email, if available, is not guaranteed to be private or confidential and may be reviewed under the following or other circumstances:
 - > Routine maintenance
 - > General inspection or monitoring, with or without notice, if there is reasonable suspicion of inappropriate use.
 - > Specific review of individual files or monitoring of individual activity, with or without notice, if there is individualized reasonable suspicion of inappropriate use.
 - > General monitoring of Web research activities as a part of ongoing network management.

As a responsible network user, you must also be aware that:

- The system may not be used to support or oppose political candidates or ballot measures.
- No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system is prohibited.

- You are responsible for the appropriateness and content of material you store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behavior are expressly prohibited.
- Use of the system to access, store, distribute obscene or pornographic material is prohibited.
- Use of the system to install or download unauthorized programs, music sharing programs, and unauthorized games is strictly prohibited. You are not allowed to bring program and music CDs from home to install or use on school computers.
- Subscriptions to mailing lists, bulletin boards, chat groups, and commercial online services and other information are prohibited.
- Persons issued an account are responsible for its use at all times.
- Students and staff should report violations of this policy to a teacher or school administrator.
- No person shall have access to the system without having appropriate training and a signed Student Network and Internet Agreement form on file. Students must have the approval of a parent or guardian.
- Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with policy and procedure.
- Violation of this policy will result in the possible loss of Internet and network privileges and/or disciplinary action pursuant to the School Discipline Policy.

OUR LADY'S ACADEMY STUDENT NETWORK AND INTERNET AGREEMENT

Please note: All students and parents must sign and return this form before a class will be allowed to use the Internet. The entire class must have a signed agreement on file before anyone in that class will be allowed to use the Internet.

PARENT OR GUARDIAN:

As the parent or legal guardian of the minor student signing below, I have read the Computer and Network Acceptable Use Policy (AUP) and this agreement.

- I understand that access to Internet resources is designed for educational purposes.
- I understand that controversial material is available on the Internet and that contact with unknown individuals or groups may be possible through the Internet.

Acknowledging that, I hereby give permission for my child to have access to and use the Internet through the Academy's network.

- I further acknowledge that the Roman Catholic Archdiocese of Boston does not guarantee that students, including my child, will not gain access to controversial material and make contact with unknown individuals or groups.
- I acknowledge and agree for my child and myself that my child may use the Internet through the Academy's network at my child's own risk.
- I hereby release and discharge the Roman Catholic Archdiocese of Boston, a Corporation Sole, the Archdiocese Department of Education, and Our Lady's Academy from and against any and all liability associated with any claim arising out of my child's use of the Internet or the Academy's network.
- I agree to report any misuse of the Internet resources to a teacher or administrator.
- I accept full responsibility for supervision if and when my child's use is not in a school setting.
- I understand that my child's violation of this AUP will result in loss of Internet and/or network privileges; may result in other disciplinary action; and may constitute a criminal offense.

I hereby give my permission for my child(ren) to access the Internet.

Parent or guardian name: _____
(please print)

Signature: _____
(Parents: please sign for all children attending Our Lady's Academy)

Date: _____

STUDENTS:

- I understand and agree to adhere to the behaviors outlined in the Acceptable Use Policy (AUP).
- I understand that any violation of this policy may result in the loss of Internet and/or network privileges or other disciplinary action according to school policy.
- I understand that if I do not sign this agreement, I will not be permitted to use the Internet in school.

Student name (print)	Student signature	Grade/class	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ACCEPTABLE SERVICE HOURS CATEGORIES

LUNCH

Supervise with a faculty member the cafeteria and recess for one or two lunch periods according to an established lunch coverage schedule.

MARKETING/PUBLICITY COMMITTEE

Assist/help organize Open House activities (Open House schedule will be provided), enter newspaper ads, distribute brochures as well as assist with other activities that promote the Academy as the need arises. Activities must have prior approval of the Marketing Chair/Principal.

FUNDRAISING

Work with members of the School Board and PTO to lead/join fundraising activities such as the Super Raffle, March Madness, etc. Prior approval needed from the School Board and PTO chairpersons and Mrs. Minor.

CLASSROOM COVERAGE

Provide coverage for classrooms for professional development and other activities as needed (not for teacher absences, classroom parties, baking, field trips, etc.). This must be approved by Mrs. Minor.

OFFICE ASSISTANCE

Assist in the office as needed for specific projects/mailings. This must be approved by Mrs. Minor.

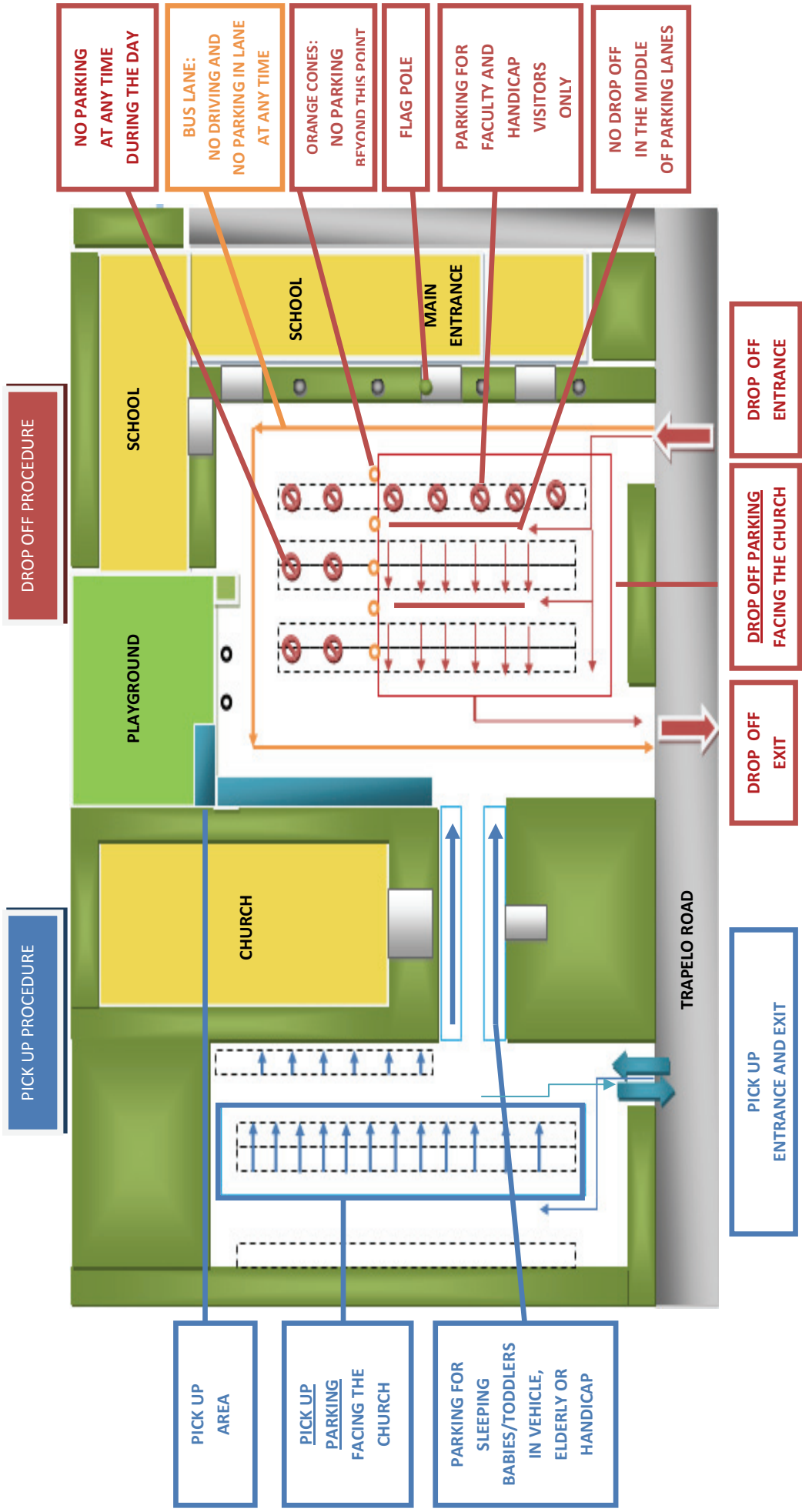
TEAM LEADER/COMMITTEE MEMBERS

Board members (Finance, School Board, PTO) and Team Leader commitments. These members must submit their names to Mrs. Minor at the beginning of the school year.

Ten hours of the 25 service hours must be used for marketing/fundraising events.

Please see the Principal for approval if you have an activity, special talent, or skill not mentioned here to which you would like service hours applied.

Our Lady's Academy Parking Lot Procedures



DROP OFF PROCEDURE

PICK UP PROCEDURE

PICK UP AREA

PICK UP PARKING FACING THE CHURCH

PARKING FOR SLEEPING BABIES/TODDLERS IN VEHICLE, ELDERLY OR HANDICAP

NO PARKING AT ANY TIME DURING THE DAY

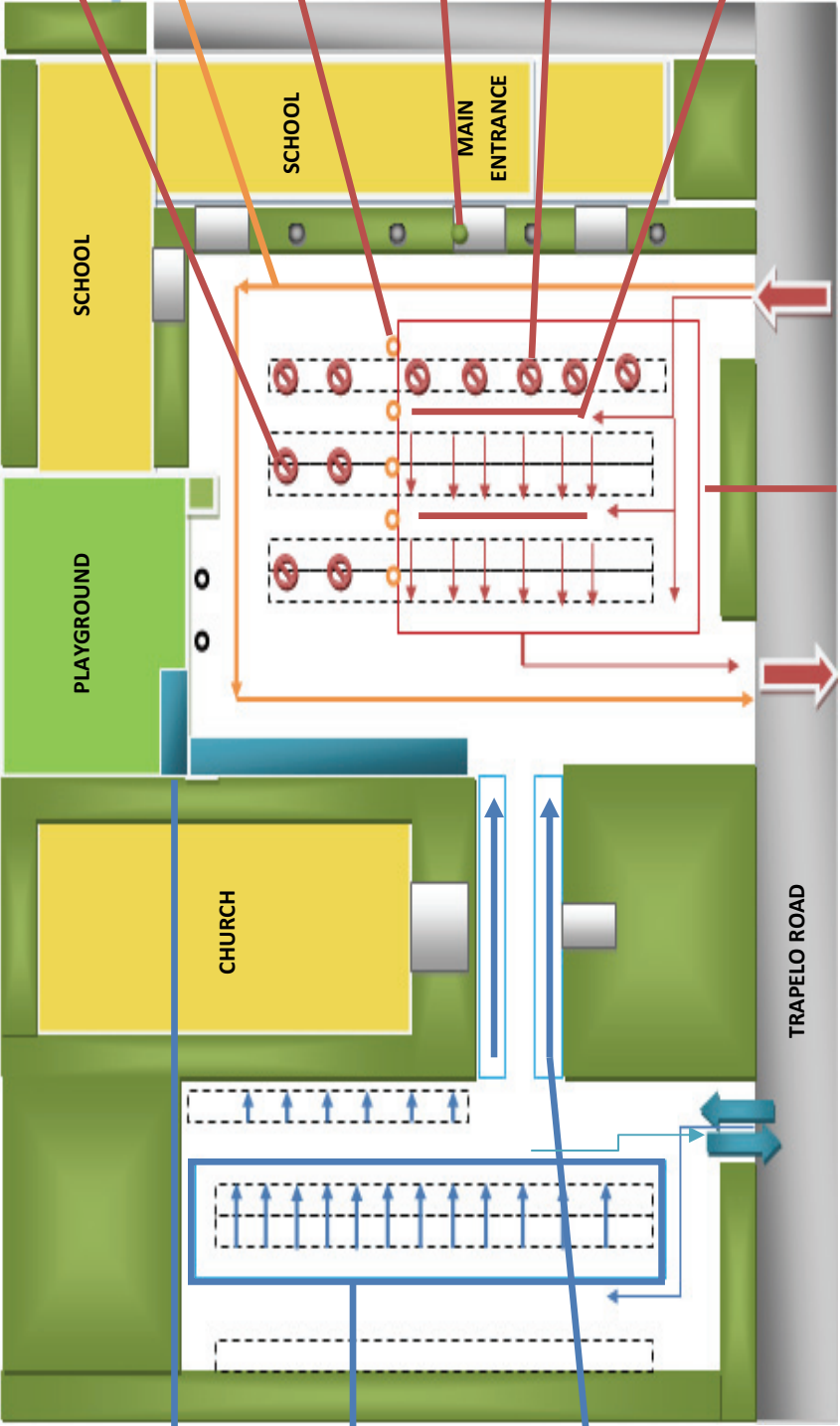
BUS LANE: NO DRIVING AND NO PARKING IN LANE AT ANY TIME

ORANGE CONES: NO PARKING BEYOND THIS POINT

FLAG POLE

PARKING FOR FACULTY AND HANDICAP VISITORS ONLY

NO DROP OFF IN THE MIDDLE OF PARKING LANES



PICK UP ENTRANCE AND EXIT

DROP OFF EXIT

DROP OFF PARKING FACING THE CHURCH

DROP OFF ENTRANCE

TRAPELO ROAD

SCHOOL

SCHOOL

MAIN ENTRANCE

PLAYGROUND

CHURCH

OUR LADY'S ACADEMY

920 Trapelo Road, Waltham, MA 02452

Phone: 781-899-0353 Fax: 781-891-8734

www.ourladysacademy.org

OUR LADY COMFORTER OF THE AFFLICTED PARISH

