



ACADEMY OF OUR LADY OF MERCY

Lauralton Hall

**2006-2007 Student/Parent Handbook of
Standards and Expectations**

Academy of Our Lady of Mercy | Loralton Hall

2006-2007 Student/Parent Handbook of Standards and Expectations

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I. School Day

The school day begins at 8:40 a.m. with the Teacher Advisory period and ends at 2:48 p.m.

There are eight periods in a day, organized in a seven day cycle. If there is a school cancellation or delay due to inclement weather or emergency, announcement is made on the school's voice mail system (203-877-2786) and on the following websites and radio and TV stations:

Websites: www.loraltonhall.org

Radio Stations: AM: WICC 600; WELI 960
 FM: WEZN 99.9; WKCI 101; WEBE 108

TV Stations: WTNH 8; WFSB 3; WVIT 30

The school building is open from 7:00 a.m. until 4:00 p.m. If a student is in the school building(s) beyond these hours, the school administration must be notified.

II. Academic Program

Integrity Statement

Integrity should be the watchword for every Loralton Hall student. Integrity is consistency between what we say we believe and how we act; faithfulness to a pledge or responsibility; soundness of moral character. Integrity is needed more than ever in our contemporary society. As a Mercy community, we place a value on integrity and expect that our students work and interact in a way that demonstrates this value. Loralton Hall students demonstrate integrity when their independent work is their personal, original work, when homework is not copied or given to others to copy, when research is properly done, when the work authored by others is not plagiarized (copied without appropriate acknowledgement of source), when preparation for tests and quizzes supports truthfulness in all answers, when computer and lab work is honestly presented and when commitments to academic and extracurricular activities are undertaken with sincerity. **(See Section VII, Penalties for Standards Violations.)**

Curriculum

The curriculum at Loralton Hall is designed with various levels of difficulty. Many courses are offered within a homogeneous setting and are designed as college-prep, honors and advanced placement. Placement in honors and AP level courses is based on academic performance and teacher recommendation.

Academic Requirements for Graduation

All students who graduate from Loralton Hall must meet the following minimum credit requirements:

SUBJECT	CREDIT	Service Requirement:
Religion	4.00 (3.50 for the Class of 2007)	Freshman year – 10 hours
English	4.00	Sophomore year – 30 hours
World Languages	3.00 (2.00 for the Classes of 2009 & 2010)	Junior year – 10 hours
Science	3.00	Senior year – 10 hours
Mathematics	3.00	
Social Studies	3.00	
Fine Arts	0.50	
Physical Education	1.00	
Electives	3.50 (4.50 for the Classes of 2009 & 2010)	
TOTAL	25.00 (24.50 for the Class of 2007)	

Service Program

The philosophy of Loralton Hall is based on the values of the Sisters of Mercy-peace, justice and compassion. We believe our students have a responsibility to implement these values through service to others. The goal of the service program is to help students become aware of and put into action a life-style of values true to the Mercy tradition. To this end, students are required to volunteer for a minimum of 60 hours over the course of four years. Projects may include volunteerism at local soup kitchens, nursing homes, Special Olympics, Habitat for Humanity, tutoring programs, after school programs, etc. Further details can be obtained from the office of Campus Ministry.

Interim Assessment Reports

Interim Assessment Reports are sent home at the midpoint of each marking period to advise parents of the progress that has been made since the last report card or to indicate that determined effort is needed to prevent failure in a particular subject. Teachers are always willing to provide extra help to those who seek it.

Honor Roll

The purpose of the honor roll is to publicly acknowledge the academic accomplishments of a student. To achieve honors a student must have an average of at least 86 in all academic courses. To achieve high honors, a student must have an average of at least 92 in all academic courses. Students with any grade below a C or an incomplete in any course are ineligible for the honor roll. The honor roll is determined quarterly.

Report Cards

Report cards with grades are distributed quarterly to students.

Examination Schedule

Examinations are held in January (as a midyear) and at the end of the year (as a final). An examination schedule is followed. No student who has unreturned library books or unsettled fines or whose family is in arrears with regard to school tuition may take midyear or final exams.

Incompletes

A student may be given an incomplete for a marking period only after consultation with the Assistant Principal. Any student with more than one incomplete is placed on academic probation until a grade can be recorded. All incompletes must be made up within three weeks of the end of the marking period or a failing grade may be given.

Academic Probation

The purpose of academic probation is to provide a student with additional time to spend on academic pursuits in order to overcome any academic deficiency. A student is considered to be on academic probation if that student has received an F or more than one D for the quarter. Probation is determined for all students on the date that grades are turned in to the Principal or on the fourteenth calendar day following the end of the marking period, whichever comes first. Any student who does not receive credit in any subject is placed on academic probation until makeup credit is received. A student who is on academic probation may not:

1. participate in interscholastic sports or sports clubs;
2. act as a team manager;
3. participate in Mentors, Peer Counselors, school play or musical,
4. act as an officer in a class, Student Council, National Honor Society or Youth & Government;
5. act as editor of the yearbook or the school newspaper.

Summer School

If a course is failed or credit is not received due to absence, a student, with written permission from the Assistant Principal, may enroll in a certified summer school that offers the failed course. At the end of the summer session an authorized copy of the grade received is to be sent to the Assistant Principal. If the student has received a passing grade, credit for the course is given. During a student's years at Lauralton Hall, no more than three summer school credits may be accumulated and no more than two summer school credits can be earned per year.

Academic Dismissal

A final failing average in two or more subjects may result in academic dismissal.

Academic Ethics/Cheating & Plagiarism

Cheating violates trust between teacher and student, makes it impossible for teachers to give students meaningful feedback on their work, gives students who cheat an unfair advantage over those who do not, encourages further dishonest behavior and undermines the order and academic integrity of the school. Plagiarism (using the ideas or writings of another as one's own) is considered cheating. **(See Section VII, Penalties for Standards Violations.)**

Missed Work

Short Term Absences: All written work, including tests, must be made up within three school days upon the student's return to class. If a student is only absent on the day of a test or major assignment due date, the student must be prepared to take the test or hand in the assignment upon return to school.

Long term Absences: A student who has been out for a longer period of time should meet with each teacher within three days of return to school to outline a written plan to make up all work missed. All written work must be made up within that outlined plan.

Extended Vacations/Personal Absences: Vacations and/or other non-school related appointments that require absences from the regular school day are strongly discouraged. A student with a personal appointment is not permitted to leave school before the completion of all classes or arrive late to school unless a written request, signed by the student's parent, is submitted to the Attendance Office twenty-four hours in advance of the early dismissal or late arrival. Students are responsible for all missed class work and related assignments.

Homework: Students who are absent will access their homework assignments through Luralton Hallways which can be found online at www.lauraltonhall.org.

National Honor Society

Eligibility for membership in the Luralton Hall Chapter of the National Honor Society is in accordance with the national by-laws. The annual induction ceremony is held during the first semester. Membership is open to juniors and seniors who meet the scholarship, leadership, character and service criteria as stipulated by the charter.

World Language Honor Societies

Eligibility for the world languages honor societies requires that second year students have a minimum grade average of 90 for the combination of the three semesters immediately preceding induction. Membership in these societies implies a strong interest in foreign languages and cultures. Candidates must have displayed this interest either by being active in planning and executing language club events or by participating in a world languages activity which was pre-approved by the department faculty. Those admitted into these honor societies are encouraged to continue their study of world languages. Some students' interest in foreign languages goes beyond the standard sequence in one language and engages them in two years of study in a second foreign language. In such cases, students who display outstanding performance during the second year of the next language may be found to be eligible for the second honor society at that time.

III. Student Support Services

Guidance

The goal of the Guidance Department is to help students acquire the skills to be successful in all areas and to develop themselves to fullest potential. The Guidance program is comprehensive and developmental in nature with four basic facets: academic support, college placement, the seminar program and personal counseling. As freshmen, students are assigned a guidance counselor and remain with the same guidance counselor for all four years. Counselors work closely with their students in all areas of student life: academic, social, personal and familial.

Academic Support: Counselors work with students in scheduling, course selections and academic progress.

College Placement: Counselors proactively work with students to research, investigate and select a college. Students are assisted in the completion and submission of college application materials.

Guidance Seminars: Students meet one class period per seven day cycle with a guidance counselor in a group (of the same grade) setting. In these sessions, students discuss study skills, time management, life skills, values, self-esteem, peer pressure, stress, substance abuse and other concerns. The junior seminar begins the focus on the college application process and the preparation for college life.

Personal Counseling: Counselors are available to provide support and assistance to students dealing with decisions, life skills and adolescent and personal issues during their years at Luralton Hall.

Campus Ministry

The Office of Campus Ministry is available to all members of the Luralton Hall community who seek spiritual support.

IV. Daily Student Life

Attendance Policy

Since class attendance reflects a student's attitude toward school and is a major factor in the successful completion of course work, it is important that students are in school, on time, each and every day. Therefore, course credit may be denied in any one-credit course in which a student is absent from more than eighteen classes. Course credit may be denied in any course that is less than one credit if a student is absent from more than nine classes. Credit may be gained after a student passes a certified summer school course. **(See Section II Educational Program-Summer School.)** All absences, for any reason other than scheduled school activity, will count toward the limits stated. Absence does not excuse a student from tests, quizzes or assignments. Students are held responsible for all work upon their return to school. The school does not assume responsibility for course work covered during unscheduled vacations. Makeup work/tests for that time period are solely at the discretion of individual teachers. Students who are in danger of losing academic credit in one or more courses are subject to review by the Administration. Any unaccountable absence from class is considered "unexcused".

Reporting Absences

When a student must be absent from school, a parent/guardian (not the student) must notify the school office (203-877-2786) by 8:45 a.m. daily, giving the reason for absence. A voice mail system is available for all messages outside of school hours. Because it is important for Luralton Hall to receive a call, parents may be contacted at their places of employment should notification not be received.

In case of illness during the school day, a student must obtain a pass and report to either the nurse or the Main Office so that absence from classes may be documented. If the student is to be dismissed, a parent or guardian or designated care person is notified and asked to provide care and transportation for the student. A student may drive or take the train or bus home when dismissed for illness only with a parent's permission.

Absence and Extracurricular Activities

A student must be in school by 10:30 a.m. and remain for the full day in order to participate in any extracurricular, athletic or academic activity after school on that day. If a student is discharged during the school day due to illness, that student is not permitted to attend any school-related function that day.

Tardiness to School

Students are expected to be in the Teacher Advisory period (TA), in a seat, before 8:40 a.m. to avoid being marked tardy. Students who arrive at school after TA must report to the Attendance Office and sign in. Recognizing the peculiar problems of commuting students, Luralton Hall excuses two instances of tardiness per quarter. After two warnings for tardiness per quarter and for each

tardy thereafter, a student is in violation of the attendance policy. **(See Section VI Standards of Behavior-Warning System.)** More than seven (7) tardies per quarter will result in further disciplinary action, which may include, but is not limited to, in-school suspension. Incidents of tardiness are recorded and reviewed cumulatively (although the penalties are quarterly) by the Administration; persistent tardiness will result in more serious consequences. Students who drive to school and abuse the attendance/tardy policy with excessive tardies and/or absences may lose the privilege of driving to school.

Tardiness to Class

A student is expected to be in the classroom in a seat when the bell rings for class to start. Otherwise, unless the student has a late slip, she will be considered "tardy" to class. Repeated instances of tardiness to class will result in detention.

Late Arrival/Early Dismissal

Because Luralton Hall is responsible for its students during the day, arriving late or leaving campus without parental written permission is unacceptable. Students who arrive at school after TA must report upon arrival to the Attendance Office to sign in and present a parental note. Students who plan to leave early must present a parental note to the Attendance Office twenty-four hours in advance. The parental note must state if a student is driving. Students must sign out in the Main Office prior to leaving early. If a student does not drive herself, a designated adult must also sign the office register.

Senior privilege: Seniors who have a scheduled free period during period 8 may sign out and leave campus at that time unless there is a scheduled activity before 2:48 p.m. **(See Section VII, Penalties for Standards Violations.)**

Transportation/Parking/Cars

Transportation for non-Milford residents is the responsibility of the parents. Public bus and train transportation is available on a regular schedule from both the Fairfield County and New Haven areas.

Licensed students with permission from their parents may drive to school. Since there are limited parking spaces, student parking is available only to those who apply for and purchase a parking permit. This permit must be in the car at all times to provide Luralton Hall the ability to contact the driver immediately should the need arise. Students must always park in a legal parking spot. Students may never park in the visitor or handicapped spaces or in an area not marked for parking. Students are never permitted to go to their cars during the school day without expressed permission from the Administration, nor are students allowed to drive off campus during the school day. Careless and reckless driving is prohibited. The administration reserves the right to revoke parking privileges at any time. Students who do not obtain a permit, park in the staff/faculty parking lot, go to their cars during the school day or disobey the rules/laws of safety or courtesy are at risk of losing their parking privileges.

To ensure campus safety, students and parents should enter and exit the Luralton Hall campus and drop off and pick up students as indicated:

- The main front gate is used for either entering or exiting the campus except during drop off and pick up on school days, when it should be used only as an ENTRANCE. Drivers should not exit by the main front gate during drop off and pick up.
- The back gate closest to the barn is used as an EXIT gate at all times; it should not be used as an entrance at any time.
- The back gate closest to the gym is used as an ENTRANCE gate at all times; it should not be used as an exit at any time.
- Students may be dropped off in the morning in the front at the iDrop Off sign near the sidewalk closest to the mansion building or in the back at the iDrop Off sign near the carousel. The main entrance of the Administration Building is not a student entrance and students should therefore not be dropped off there. Parents should take care of long conversations, lunch money, permission slips and so on before reaching the drop off point.
- Students may be picked up in the afternoon in the back by the carousel; there is no pick up in the front. If possible, students should be picked up at 3:00 p.m. instead of 2:48 p.m., allowing time for the parking lot to clear. Parents should not use the circular drive in front of the buildings at the end of the school day; it is reserved for school busses only.
- Double parking in the driveways, parking in the fire lane and parking in handicapped, reserved or yellow lined spaces is not allowed. There is no parking at any time in the front circular drive.

Respect for Persons & Property

Students are expected to respect all those in the school community. Students are also expected to demonstrate the same respect when it comes to the private property of others. Theft of any kind and destruction or defacement of property belonging to another or the school is unacceptable. If this occurs, restitution will be required and disciplinary action will be taken. **(See Section VII under Penalties for Standards Violations-theft.)**

Hallways/Lockers

Hallways and stairways are not to be used as places to congregate or loiter for any period of time. Book bags, clothing and other items are not to be stored in the hallways or near the lockers. Sports bags should be stored in the gym. Lockers are the property of the school and are made available to students for the storage of books and other school related items. It is the responsibility of the student to keep her locker in good and usable condition. The school cannot assume responsibility for lost or stolen items. Therefore, only school-issued locks, which must be kept locked at all times, are allowed on school lockers. Combinations should be kept private. The school retains the right to inspect the locker and its contents to insure that the locker is being used for its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, search for lost or stolen material and prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol. Neither food nor beverages are to be stored in the lockers for extended periods of time, and neither may be consumed in the hallways or in the locker areas.

Library

The function of the library is to support and enrich the educational program. The library is open from 8 a.m.-4 p.m. each day. Books, magazines and videotapes should be checked out at the main desk. Fines are imposed for failure to return materials on time. There is a charge for the use of the copy machine and computer printers. Students are expected to respect the atmosphere of quiet study.

Assemblies

Assemblies are held in conjunction with organizations, clubs and special programs. They are used to present information, speakers, programs and special events that cannot be hosted in a classroom situation. Attendance is required and students must conduct themselves in a responsible, courteous manner. Full attention should be given to those participating in the assembly program. Books may never be brought to the assembly, but rather left in the classroom from which the student comes.

Personal Belongings

Students are responsible for their personal belongings. It is not advisable for a student to have items of value at school. Money should be carried on the person.

Use of Telephone/Messages for Students

Messages are not given to students except in emergency situations. Parents and students are asked to settle issues such as transportation, personal appointments and other plans prior to the school day or arrange for the student to call home to complete such arrangements. Students may use the phone in the main office for emergency calls to parents. Cell phones and other electronic devices must be turned off and left in the locker at all times during the school day. **(See Section VII, Penalties for Standards Violations.)**

Cafeteria

The cafeteria is a place where students may gather to relax, eat, or engage in group study. It is a place designed to allow the student body a break from the daily schedule. Food service is available for breakfast beginning at 8:00 a.m. – 8:30 a.m.; lunch will be served only during the scheduled lunch periods. Food and drink (other than water) are not allowed outside the cafeteria. The basic requirements of good order and consideration of others apply in the cafeteria as well as throughout the school. Each student is responsible for her own clean-up and is expected to discard refuse and assist in keeping the cafeteria clean and in good order for the benefit of all who use it. In addition, the moral responsibilities of food consumption and waste are the serious obligation of each student. Students must comply with any and all requests made by the cafeteria proctors. Any student who violates cafeteria rules (not cleaning up, unruly behavior, etc.) has her right to enter the cafeteria revoked and receives a standards violation notification.

Computer Use Code of Conduct

Students who utilize the Luralton Hall computing and Internet facilities do so as guests of the school and are expected to conduct themselves accordingly. Use and access of the computers shall be consistent with the mission of the school. Conduct that interferes with the normal and proper operation of the computer and Internet facilities, behavior which adversely affects the ability of others to use the equipment or services and behavior that is offensive or harmful to others is not permitted. **(See Appendix A—Acceptable Use Policy.)**

V. Standards of Appearance

Uniform

Students as representatives of Luralton Hall are expected to abide by the standard of personal appearance set forth below. This standard is a sign of respect students have for themselves and for the school community. This standard is in effect from the moment the student arrives on campus in the morning until the end of the school day. Students are expected to understand that the school uniform is recognized beyond school grounds as belonging to Luralton Hall. Therefore, while in uniform, whether on or off campus, students must act in accordance with the rules and policies of Luralton Hall. *There is a strict expectation that the uniform be worn modestly with respect to the length of the skirt (no more than four inches from the middle of the knee) and the appropriate buttoning of the blouse or shirt for the sake of modesty.*

The Luralton Hall dress code consists of the following:

- regulation navy jumper;
- short/long sleeved solid white collared blouse OR
- short/long sleeved (no cap sleeves) solid white polo collared shirt (long sleeved shirt may NOT be worn under this) OR
- long sleeved solid white turtleneck;
- solid white or navy socks (ankle or knee length only) or tights must be worn at all times;
- FLAT closed-back black, brown, tan or dark navy leather shoes;
- regulation navy blue fleece with Luralton Hall logo.

Optional for Seniors Only:

- short/long sleeved (class elected) polo collared shirt (long sleeved shirt may NOT be worn under this) OR
- oxford shirt (class elected color) OR
- solid long sleeved (class elected) turtleneck;
- sweater/sweatshirt (class elected).

The uniform must be zipped, clean and neat in appearance. No ripped, cut or torn uniforms may be worn. Any uniform deemed by a school official to be too short must be lengthened. Sneakers, sneaker type shoes, sandals, slides, beach shoes, flip flops, clogs and boots (hiking or otherwise) are not considered appropriate. Cosmetics, earrings and other jewelry must be worn in moderation and in good taste. Other than the ears, pierced body parts are unacceptable. Extreme haircuts or color dyeing of the hair beyond the scope of a natural color is not permitted. Outerwear of ANY kind must be stored in the locker during the school day. Boxer shorts must not be visible. Non-uniform articles of clothing and accessories are not to be worn or brought to class. At all times, the administration reserves the right to determine the appropriateness of student dress and appearance. A student may be required to purchase a new uniform jumper if it is deemed necessary based on length or appearance. **(See Section VII, Penalties for Standards Violations.)**

On Casual Dress Days the following are allowed: khakis, jeans, shorts (with arms extended at your sides, the tips of your fingers must touch shorts, not skin), t-shirts, sweatshirts, sneakers/sandals. Casual dress does not include: spaghetti strapped shirts that allow undergarments to be seen, short shorts, midriff shirts (no bare skin showing), writing on any item of clothing that may be offensive to the school, hats or sunglasses. Excessively short, tight or revealing garments are deemed unacceptable and inappropriate. The Administration reserves the right to judge the appropriateness of any item. **(See Section VII, Penalties for Standards Violations.)**

VI. Standards of Behavior/Student Rules

Lauralton Hall is committed to developing awareness of social responsibility and the realization of the importance of spiritual values. As Lauralton Hall prepares its students to be women of insight and leadership in society, it is important for each student to recognize that personal choices are sometimes not in keeping with the codes of good behavior and disciplinary consequences for those choices may be warranted. At all times a student is responsible for her actions. At any school function or any activity in which a student participates as a Lauralton Hall student, all school rules, regulations and policies are to be followed. Appropriate and caring behavior towards all assures students the right to learn and teachers the right to teach. This type of behavior makes Lauralton Hall a better community. Student behavior in any situation that could reflect negatively on the name of the Academy of Our Lady of Mercy, Lauralton Hall and which is detrimental to the discipline and general welfare of the school is subject to disciplinary action. Enrollment at Lauralton Hall may be jeopardized by repeated violations of the school disciplinary code. The Administration is the final recourse in all disciplinary situations.

Disciplinary System

Notices of Standards Violations are the result of behavior inconsistent with the rules and policies of Lauralton Hall or conduct unbecoming a Lauralton Hall student. The disciplinary system is explained below:

Warning System

A warning is issued up to two times on certain policy infractions. If more than two cumulative warnings are issued, one detention is assigned for each subsequent violation for the quarter.

Detentions

Detentions are normally conducted before school from 7:30 a.m. to 8:30 a.m. and are assigned primarily by the Dean of Students. If a student does not report to a detention when assigned, three additional detentions will be assigned. Detentions are normally served on the day following the detention issuance. Repeated violations may warrant more serious disciplinary action, as determined by the Administration.

Suspension

Suspensions are the result of serious infractions of a school policy. Depending on the offense, suspension from classes is either in school or at home. This is at the discretion of the Administration. A student on suspension is required to make up her class work (including tests and quizzes) but may not participate in any school activity. Suspensions are treated as absences from school.

Disciplinary Probation

Disciplinary Probation is imposed in the event a student has accumulated a sufficient number of policy violations which, based upon the type or frequency, may require disciplinary action. The period of time a student is placed on disciplinary probation and all terms of disciplinary probation are at the discretion of the Administration.

Immediate Disciplinary Probation is the result of a serious offense, including but not limited to, insubordination, endangering the safety, morals or health of others, theft and the destruction of school property, and may result in expulsion.

Because Lauralton Hall believes that students should contribute to the community in a positive way, a student placed on **Immediate Disciplinary Probation** may be required to:

- volunteer 30 hours of community service to a pre-approved nonprofit agency. The length of time to complete this service and the approval of placement in such agency will be determined by the Administration. Service may not be started during the school suspension and must be completed before suspension will be lifted;
- refrain from participation in any extracurricular activity (athletic teams, clubs, dances, school trips, etc) until the probation is completed;
- meet with her guidance counselor for a length of time (and frequency) to be determined by the Administration and the Guidance Department.

Expulsion

A complete and permanent separation from Lauralton Hall is the result of consistent and blatant violation(s) of school policy. Lauralton Hall reserves the right to expel a student whose behavior is a threat to the safety or well being of others or to the educational mission of the school. The Administration, at its discretion, may begin the expulsion process. The Administration reserves the right to expel a student upon a first offense if the severity of the misconduct merits complete separation from Lauralton Hall.

VII. Penalties for Standards Violations

Penalties - Section A

Alcohol/Drug Use

Lauralton Hall recognizes that the use of alcohol and other drugs and the problems associated with these are increasingly commonplace in our society and among adolescents. Since these are illegal for high school age students, Lauralton Hall is charged as a scholastic institution with obeying state statutes on these issues. Lauralton Hall believes in maintaining a safe, drug free

school and student body, which is essential to provide quality education and the maintenance of a proper environment for the pursuit of that quality education. A student is subjected to discipline pursuant to the provisions and procedures outlined within this policy. In all instances of drug/alcohol use, parents will be notified. When appropriate, police will be notified.

- Any student found to be exchanging, distributing, providing or selling drugs or paraphernalia, whether on or off campus, should expect to be expelled.
- Students who possess or use drugs or possess drug paraphernalia, whether on or off campus, and students who possess or use alcohol on school grounds, during a school session, or during any activity recognized or authorized by the school or another school are subject to the following disciplinary actions:
 - On the **first offense** a student is suspended for three school days and placed on disciplinary probation for the remainder of the current quarter (regardless of the number of days) and for one entire additional quarter. In addition, a student who possesses or uses alcohol/drugs is required, at the parents' expense, to undergo an evaluation by a Certified Alcoholism/Drug Counselor/outside agency to determine the role/dependency of drugs/alcohol in that student's life. The results of that evaluation are shared in writing with Luralton Hall and any/all recommendations of that agency are followed. Failure to follow through with the recommendations of the agency and/or of Luralton Hall may result in reconsideration of the length of suspension, cocurricular ineligibility or severing of the relationship between the student and the school.
 - A **second offense** may result in a recommendation of expulsion.

Bullying/Fighting

Bullying or fighting will not be tolerated at any time, on or off the school grounds. Bullying means any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student with acts that are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, threats, teasing, putdowns, name calling, threatening gestures or actions, cruel rumors, false accusations and social isolation.

If it is concluded that an act of bullying has occurred, the parents or guardians of the student(s) who committed such acts, and the parents or guardians of the student(s) against whom such acts were directed shall be notified. Consequences for students who bully others may include a parent conference, professional counseling, disciplinary probation, suspension and expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to insure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents.

Any physical fighting results in a two-day suspension and immediate disciplinary probation. A parent conference must take place before the student is allowed to return to school. A second offense may result in expulsion.

Disrespect/Harassment

Disrespect, disobedience or open defiance of proper authority is not permitted. Students who disrupt the learning environment by showing disrespect to a faculty member or another student are referred immediately to the Dean of Students. In serious instances, a parent conference will be required before a student is permitted to return to class.

Verbal and/or physical harassment including name calling, ethnic or racial slurs, sexual harassment or any derogatory statements addressed to others is not permitted. A student violating this policy is assigned three detentions. Disciplinary action for serious or repeated violations is at the discretion of the Administration and may include expulsion.

Off-Campus Misconduct/Illegal Activity

Luralton Hall is not and cannot be responsible for the off campus behavior of its students. However, as a Mercy school with a commitment to social justice, Luralton Hall has a duty and a responsibility to take effective action when the misconduct of a student, whether on or off campus, is so serious as to affect the morale and efficiency of the school, or is detrimental to the safety, welfare, discipline and advancement of the school community, or damages the reputation, standing and general welfare of the school. Therefore, under appropriate circumstances, students found to have committed serious acts of misconduct are subject to disciplinary probation or suspension or expulsion from Luralton Hall. Misconduct under this section includes, but is not limited to, illegal possession or other misconduct involving any firearm or deadly weapon; violent or assaultive behavior; property crimes, including but not limited to theft and vandalism; or crimes or other serious misconduct indicative of moral turpitude. Students should also be on notice that being under the influence of drugs or alcohol, or knowingly remaining in the company of others under the influence of such substances under circumstances that directly affect the school's discipline or general welfare, may result in disciplinary sanctions.

Theft

The taking of another's property, either personal or belonging to the school, is unacceptable and violates the trust necessary at Luralton Hall. Theft of any kind will result in immediate disciplinary consequences. Repeated or serious offenses may result in suspension, disciplinary probation or expulsion.

Tobacco Use

Medical research has proven that the use of tobacco is dangerous to one's health. Luralton Hall does not permit the use of tobacco by its students on campus or at any school sponsored activity; smoking in uniform is never permitted, on or off campus. On the first offense, a student is assigned six detentions and may be required to attend Smoke-Stoppers. If smoking persists, more serious disciplinary consequences will follow.

Vandalism/Graffiti

Students responsible for defacing the school building or any of its property and/or breaking school property for any reason must pay the full cost of replacement, plus labor charges assessed. In addition, a student is assigned a minimum of three detentions. Repeated or serious offenses may warrant further disciplinary action including possible suspension, disciplinary probation or expulsion.

Weapons

The carrying of any weapon/firearm may result in police notification and immediate expulsion. The Administration will judge whether or not an item is considered a weapon.

Penalties - Section B

Cellular Phones and Other Electronic Devices

All electronic devices are to be kept turned off in the locker during the school day including lunch periods. If any electronic devices are heard or seen during the school day, the device will be confiscated and the parent notified. Unauthorized use of a cell phone during the school day will result in one detention. Upon a second offense, a parent or guardian must pick up the device from the Dean of Students.

Cheating/Plagiarism

Cheating and Plagiarism are a form of stealing and will not be tolerated at Lauralton Hall. Any student who cheats or plagiarizes on a test, quiz or assignment receives a failing grade for that work/assignment/test/quiz. The Assistant Principal, Dean of Students and parents will be notified. In addition, three detentions will be assigned. Further academic and disciplinary action including possible expulsion will result if cheating or plagiarism is repeated.

Dress Code Infractions

In school, a student is expected to be in dress code at all times. Uniform infractions will result in a warning. Repeated violations will result in further disciplinary action at the discretion of the Dean of Students.

Forgery/Alteration of Parental Communications

The falsification/alteration or misuse of any written communication between parents and the school, or the changing of such written information is unacceptable. Communication between parents and the school is vital. Therefore, forging a parent's signature on any written communication, changing information beyond its defined purpose or creating parental notes (for tardiness, absence, early dismissal or any other reason) result in the assignment of three detentions. Parents are notified. Repeated offenses result in further disciplinary action at the discretion of the Administration.

Improper Use of Motor Vehicle

For purposes of safety, the speed limit for on campus driving is 5 mph. Students are not allowed to loiter in parked cars before, during or after school nor are students allowed to drive off campus at any point in the school day. A student who is irresponsible with a motor vehicle in any way or fails to comply with the rules set forth for motor vehicles may be restricted from driving a car to school. Cars parked on school property are always subject to inspection by the Administration.

Inappropriate Language/Profanity

Obscene, profane, or abusive language and gestures towards any member of the school community will result in one or more detentions. Repeated offenses or particularly offensive language will result in more serious disciplinary action.

Leaving School Grounds during the School Day

Once a student arrives on the campus, regardless of the time, she may not leave the campus for any reason. Students who leave the campus during the school day without written permission of a parent are assigned three detentions and parents are notified. In the event the student is a driver, driving privileges may be revoked. Repeated offenses may result in more serious disciplinary action.

Truancy

Absences from school without permission, considered truancy, may lead to serious disciplinary action. Unexcused absence from school results in a loss of credit for missed assignments or tests/quizzes. A first offense will result in three detentions, a parent conference and disciplinary probation. Repeated offenses may result in suspension or expulsion.

Unexcused Class Absence

Any absence from class that is not within the school's definition of an excused absence is considered unexcused. Students who choose not to go to class receive no academic credit for the work or test/quiz missed that period, parents are notified and three detentions are assigned. On the second offense a parent meeting is called and additional disciplinary action will be taken.

VIII. Athletics & Extra-Curricular Activities

Athletics

"We've got the spirit!" summarizes what the student athletes at Lauralton Hall experience: the joy of competition, pride in their school and their personal accomplishments and pride in the spirit to win or lose with heads held high. Lauralton Hall wishes to create athletes who play fair, enjoy honest competition and respect all those associated with any and all athletic contests. All student athletes have the responsibility to demonstrate sportsmanship, dedication and compassion for one another, opponents, officials and spectators. The athletic teams at Lauralton Hall are: Basketball, Cheerleading, Cross Country, Diving, Golf, Indoor Track, Lacrosse, Skiing, Soccer, Softball, Swimming, Tennis, Track & Field and Volleyball. Participation in any of the above will be revoked if a student is placed on academic probation. **(See Section II Academic Program-Academic Probation.)**

Extra-Curriculars

Clubs

Crafts
Crossroads
Dance
Environmental
Fine Arts
G.A.M.E.S.
Humanities
Jane Austen
Knitting
LH CARES
(Lauralton Hall Community
Always Respects Everyone)
Mock Trial
Novel Ideas
Photography
Theatre
World Languages
(French, Latin, Spanish)

Organizations

Amnesty International
French National Honor Society
Key Club
Latin National Honor Society
Math Team (*Varsity and JV*)
National Honor Society
SADD (*Students Against
Destructive Decisions*)
Spanish National Honor Society
Student Council
Youth and Government

Programs Requiring Applications

Freshman Mentor
Peer Counselor

Publications

Lauralton Highlights
(*newspaper*)
The Lauralton (*yearbook*)
The Looking Glass
(*literary magazine*)

Arts

Arts Festival
Musical Concerts
School Plays

Dances

Junior/Senior Prom
Junior Ring Dance
Mixers
Senior Dance
Student Council Dance

Spiritual Events

Class Retreats
Communion Breakfasts
Mercy Day
Prayer Services
School Liturgies

Other Events and Activities

Assemblies
Junior Ring Ceremony
Red Cross Blood Drive
Spirit Week
Student Leadership
Recognition Week
Trips —
Field, Class, International

Mixers/Dances

Dances are permitted and encouraged to provide the students the opportunity for social development. Students must observe the dress code and the code of good behavior at these functions. Students must bring male dates to those dances designated as "date" dances. Since dances are school functions, all school regulations outlined in this Parent-Student Handbook are in effect. Students are held responsible for the behavior of their guests.

Field Trips

Field trips are privileges afforded to students, not absolute rights. Students may be denied participation if they fail to meet academic or behavior requirements. When field trips are planned, permission slips are sent home with an explanation letter to provide parents/guardians with detailed information prior to each trip. A permission slip must be signed by a parent/guardian for a student to participate in any school trip. Students must follow the dress and behavior codes set for each trip.

Elections

Sophomore, junior and senior class elections take place in the spring, while freshman class elections are held at the end of the first marking period. Elections of officers for Lauralton Hall's extracurricular organizations are scheduled in May or September. Since Lauralton Hall seeks to encourage positive and effective leadership in its students, the school strives to present many opportunities for successful leadership to its student body. Therefore, the following offices (programs) are mutually exclusive and no two may be held by the same student at the same time:

- the office of president, vice president, secretary of the Student Council;
- the office of president, vice president, secretary of any class;
- the editor of "The Lauralton" (yearbook) or "Highlights" (student newspaper);
- the office of president, vice president or secretary of the Youth & Government Club.

Candidates must be in good academic standing as determined by the Assistant Principal in order to run for office.

IX. Other Policies

Finances

A student may not re-enter school in September unless all outstanding charges for the previous year have been paid in full. In the case of a graduating student, all outstanding debts must be paid prior to the student's participation in final examinations, commencement ceremonies or other culminating programs. A student's diploma and final transcript are withheld until full payment is received. No student may take midyear or final exams unless all tuition is paid to date. This situation renders all final grades incomplete and course credit withheld until exams are administered. Debts are inclusive of books, supplies, fees, and other charges incurred by the student.

The school may require withdrawal of a student in case of failure to pay tuition installments within sixty days of billing. If a student is withdrawn during the first semester, a parent/guardian remains liable to pay the full semester's charge. If a student is withdrawn during the second semester, liability remains for the full year's charges. Any student dismissed from school will be responsible for tuition and fees per contract agreement. Any contract cancelled in writing by certified mail before June 30 releases a parent/guardian from the obligation to pay tuition, but tuition pre-payment is forfeited. After that date, the parent/guardian is bound to pay all fees and tuition per contract agreement. No tuition payments are refundable or cancelled. Any check that cannot be processed due to insufficient funds warrants a \$20 penalty fee for each said occurrence.

Law Enforcement/Appropriate State Agencies

In the continuing effort to maintain good relationships with law enforcement, Lauralton Hall cooperates with appropriate state agencies and investigative bodies. School officials shall cooperate, to the extent appropriate, with investigations of child abuse or neglect. If asked, Lauralton Hall's administration releases the phone number and address of a student to an appropriate state agency or investigative body.

Health

In accordance with Connecticut State Law, no student is admitted to Luralton Hall without proof of immunization against Polio, VPT, and Measles, Mumps, Rubella (at or after 15 months of age). A physical examination is required of all new students upon their admission to Luralton Hall. In addition, any student participating in the Varsity/Junior Varsity Athletic Program must have a physical examination annually in order to participate. An emergency information form is to be on file for every student. If a student has a medical condition requiring emergency care, a medical emergency plan must be outlined before entrance into school. If a medical problem develops during the school year, it is the parent's responsibility to notify the school nurse.

A Registered Nurse is on duty during the school day. A student who becomes ill should request a pass from her teacher and report to the nurse. In the absence of the nurse, the student should report to the Main Office. A student is allowed to drive a car or take the train home when dismissed for illness only with a parent's written permission. All accidents occurring on school property should be reported immediately to the nurse or Main Office. School insurance is provided for students on school teams only; this is secondary insurance.

Safety/Fire Drills

All classrooms in the school building have a fire exit procedure sign. Students should familiarize themselves with these fire exit signs in each classroom. When a fire alarm rings, students should leave the building in silence and proceed to the designated area in an orderly manner. Students not in class should report to the nearest teacher and follow the same procedure.

Visitors

To increase security and help ensure the safety of students and staff, parent visitors are required to report to the main office immediately upon arrival to sign the visitor log and pick up a visitor badge which must be worn while in the building. Visitors are asked to return the visitor badge to the main office and sign out when exiting the building.

Students may obtain permission from Admissions two days in advance to bring visitors who have an expressed interest in attending Luralton Hall. Parents of upperclass visitors must contact Admissions to schedule a visit since these visits are restricted to students seriously considering a transfer to Luralton Hall. All visitors register at the desk in the Main Lobby where student hostesses welcome them. At the end of the last class period for the day, a hostess should bring her guest to the Admissions Office.

Student Photographs

All student photographs may be used for the purpose of marketing Luralton Hall.

Right to Amend

The Administration of Luralton Hall reserves the right to amend this handbook. Members of the Luralton Hall community will be notified, in writing, of any amendments.

Appendix A

Student Acceptable Use Policy for Computer System

The following is the Acceptable Use Policy for student use of the school's computer system which offers Internet access for student use. The signature of the student and parent on the Luralton Hall Student/Parent Handbook of Standards and Expectations contract signifies acceptance of this policy.

A. Educational Purpose

1. The Luralton Hall computer system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Luralton Hall computer system has not been established as a public access service or a public forum. Luralton Hall has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the Student/Parent Handbook of Standards and Expectations in your use of Luralton Hall's computer system.
3. You may not use Luralton Hall's system for commercial purposes. This means you may not offer, provide, or purchase products or services through Luralton Hall's computer system.
4. You may not use the Luralton Hall computer system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.

C. Unacceptable Uses

The following uses of Luralton Hall's computer system are considered unacceptable:

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met on-line without your parent's approval. Your parent should accompany you to this meeting.

- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- d. We expect users to have consideration for the personal and material rights of others. In other words, harassing others, destroying property, and stealing from others constitute unacceptable behaviors.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to Luralton Hall's computer system or to any other computer system through Luralton Hall's computer system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use Luralton Hall's computer system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
- d. You will not use/receive instant messages, engage in Internet chat, mail lists, bulletin boards, interactive game sites, create/maintain buddy lists or have access to other sites deemed objectionable or inappropriate for educational purposes by the school.
- e. Email will be allowed for educational purposes only.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following Luralton Hall's computer system virus protection procedures.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages to that person, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not report a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. Academic activities will always be given priority over non-academic activities.
- b. You will not download software or large files. You may, however, send files to the printer.
- c. Users must access the network with their own account; users must never let anyone else use the network with their personal account; users must never give out their password, and users must logoff when they are finished using the network. Obtaining a password or rights to another's directory or email on the network is a form of theft. Using someone else's password, with or without permission or using another's login name is a form of dishonesty.
- d. No one is to change any system configurations, load software, or save files to the local workstations. No one may load software onto the network or download software to the network. The system must never be booted via an external source (such as a boot floppy or CD ROM). If changes need to be made to a system, please contact the technology department.
- e. Network users must store their files in their personal account areas as assigned; an area specified by a teacher for a class (a class shared folder), CD media or to their own floppy disk. Luralton Hall reserves the right to limit storage space and to determine appropriate uses of the network.
- f. Students may not load or run their own software on Luralton Hall owned computers.
- g. Luralton Hall recognizes that technology and its uses change constantly. Luralton Hall reserves the right to change its policy without prior notice to ensure the smooth and secure running of our network. Questionable uses of the network covered and not covered by this document may be subject to discipline. If a student has any question as to the appropriateness of a desired use of the computer, she should consult the Coordinator of Technology, the Library Media Specialist or the school principal.

- h. The network may not be used for the storage of large files such as mp3/picture files (unless needed for a class). Luralton Hall may set other limitations on the types of files stored.
- i. You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- j. You will not subscribe to discussion group mail-lists.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask the librarian.

8. Inappropriate Access to Material

- a. You will not use Luralton Hall’s computer system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately inform the librarian or supervising teacher. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parent’s instructions in this matter.

D. Your Rights

1. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on Luralton Hall’s system. The situation is similar to the rights you have in the privacy of your locker. All computer activities will be monitored through filtering software.
- b. Routine maintenance and monitoring of Luralton Hall’s computer system may lead to discovery that you have violated this Policy, the Handbook of Standards and Expectations, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Handbook of Standards and Expectations, or the law. The investigation will be reasonable and related to the suspected violation.
- d. LH owns the network and reserves the rights to examine and log all files and activities that occur on the network and connected machines. This includes, but is not limited to, Internet browsing patterns, email, and files.

2. Due Process

- a. Luralton Hall will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Luralton Hall computer system.
- b. If the violation also involves a violation of other provisions of Luralton Hall’s Handbook of Standards and Expectations, it will be handled in a manner described in the Handbook. Additional restrictions may be placed on your use of your Internet account.

E. Limitation of Liability

The Academy of Our Lady of Mercy, Luralton Hall makes no guarantee that the functions or the services provided by or through the Luralton Hall system will be error-free or without defect. Luralton Hall will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Luralton Hall is not responsible for the accuracy or quality of the information obtained through or stored on the system. Luralton Hall will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility/Consequences

When you are using Luralton Hall’s computer system, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little “electronic footprints,” so the odds of getting caught are really about same as they are in the real world. But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don’t get caught, there is always one person who will know whether you have done wrong — and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

All violations of the Luralton Hall rules involving the use of the LAN will result in the same disciplinary actions that result from parallel violations in other areas of school life. Luralton Hall reserves the right to determine if an action not mentioned in this document is inappropriate and subject to discipline.

[illegible]
