

Loyola Academy at Saint Columbkille

Parent/Student Handbook

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School Mission

Saint Columbkille Partnership School is a community of families, educators, and partners inspired by the values of the Gospel. We are committed to educate children of all backgrounds in an environment that cultivates respect, mutuality, and care. Rooted in the Roman Catholic tradition, we search for the truth with joy, practice the good with conviction, and contemplate the beautiful to prepare students for lives of faith, service, and leadership.

Introduction

Loyola Academy at Saint Columbkille is grounded in spiritual and pedagogical practice that is rooted in Jesuit Education. Students are challenged to think deeply, care greatly, and find God in everything and everyone. Students are taught that they must connect with the world around them and try their best to broaden their perspectives. They are also taught to celebrate difference and be open to new ways of thinking. In Jesuit terminology, they will be challenged to adopt *Magis*, doing more than would be normally expected of a person their age; to always think of the needs of those around them, that is, to become young *Women and Men for Others*; and that they will embrace *Cura personalis*, a desire to develop their “whole” persons to their fullest potentials.

To accomplish this, students at Loyola Academy will be held to high standards for behavior and for academic work. The following are guidelines and procedures have been put in place to provide the framework that will enable students to flourish.

Academic Program

Academic Work

In order to prepare students for high school and beyond, homework is assigned during the course of the year. It is important for students to develop habits for timely completion of and for producing high quality work. It is understood that from time to time students may not turn in assignments on time or the assignments turned in are not representative of the quality that is expected. There is a grace period of three days for turning in assignments after the deadline, however; there may be a deduction in the grade. Student work that is not turned in will be given zero credit. It is also understood that if a student has an illness that extends beyond

that day, a special plan will be created. Should a student be absent for three consecutive days, teachers will contact parents/guardians to facilitate the make-up of work and the re-entry into the school.

Students are expected to complete homework and study their schoolwork every night. The amount of homework assigned each night may vary. The purpose of homework is to reinforce the lessons learned and to facilitate deeper thinking. Every class will contain an oral presentation component whereby students will develop the poise necessary for one to effectively speak before an audience. Tests will be given throughout each trimester. Students must always be prepared for the days work. Quizzes may be given without prior notice. On any given day, students are expected to spend between 1½ - 2 hours on work at home. While assigned homework may not take this full amount of time, students should study their notes, read, and practice their skills online. Much of the work that is to be assigned for homework will be organized using Google Classroom.

Each grade level will also have one culminating project. For grade six and seven, students will spend the last three weeks of the school year working with a faculty mentor developing a multi-dimensional project. Students in grade eight will complete an interdisciplinary Capstone project that will be developed during the course of the year.

Academic Progress

The school utilizes a web-based application (*Renweb*) for purposes of communication and storage of contact information, assignments, and grading. It is essential that parents and students access this portal frequently to be apprised of student progress. Student progress and graded assignments will be updated on the Wednesday of each week. Should a student's grade fall below C- on a major test or assignment, the teacher will notify the parent/guardian. A formal school report card will be available on *Renweb* at the end of each trimester. At times communications regarding student progress is distributed in written format. Students may be required to return these communications with Parent/Guardian signatures. Students who forge a parent or guardian signature will be held accountable and parents/guardians will be notified.

Grading Periods

The academic year is segmented into trimesters. Specific dates for each trimester can be found on the calendar on the school website. Please see the table below for the grade range. Grades for each course are reported as letter grades. Grades will be

weighted depending on the frequency of class meeting time. A Grade Point Average based on a 4-point scale will be calculated and reported on report card. The table below gives the letter grade equivalent for the numeric grade:

Letter Grade	Range	Letter Grade	Range
A	94 - 100	C	74 - 76
A-	90 - 93	C-	70 - 73
B+	87 - 89	D+	67 - 69
B	84 - 86	D	64 - 66
B-	80 - 83	D-	60 - 63
C+	77 - 79	F	Below 59

Honor Roll

At the end of each marking period students are recognized for high academic achievement. The honor role is put in place for students to get high aspirations for learning. Notification for achieving the will be given to the student and the student's parents/guardians. There will be no public recognition. Students must achieve the following GPA to receive this honor.

Head of School's List	3.9 - 4.0
High Honors	3.71 - 3.89
Honors	3.5 - 3.7

Study Hall

Loyola Academy's Study Hall program is designed to provide students with the opportunity to work on homework, projects, or study in a quiet environment under the supervision of a Loyola Academy teacher. It is important that middle school students learn independence and organization. Homework completion is an important component of this skill set. If a student completes homework during

Study Hall, he/she is encouraged to read a book or study until Study Hall ends. Students who take time to read each day will be better prepared for high school and college.

Study Hall is offered in two sessions each day, the first from 3:00 until 4:00, and the second from 4:00 until 5:00, every day except on Friday. If a student is signed up for Study Hall, he/she must report on time and stay for the duration. Only students who have written permission from a parent/guardian will be permitted to leave Study Hall early. A parent can notify the school to dismiss their child early. However, if the student is dismissed early, he/she must leave the school property. The school will notify parents/guardians when a student who is signed up for Study Hall but does not show up.

Testing

In order for us to better understand each child's learning profile the school tests students using the NWEA MAP assessment that is given to all students in grades k2-8 in the Archdiocese of Boston. This computer-based test evaluates student progress in the areas of mathematics, reading and language usage. The test is given three times during the course of the year, in the fall, winter and spring. The results of this test will be sent to parents at the end of the school year.

The Loyola Way

Loyola Academy students are expected to respect one another, teachers, staff, school policies, and the law; maintain high standards of courtesy, decency, and morality; and exhibit pride in their work and achievement. The Loyola Way is an honor code for behavior and citizenship that has been established to help make our school a safe, orderly and respectful community.

The school environment must be one that safeguards the rights of all individuals within the school. Discipline is learned from the interactions people have with one another. Discipline should be viewed not merely as a system of rules to be enforced but attitudes to be learned. It is important that students be taught reasons behind rules. While there are consequences for negative behavior in the process of addressing a violation of rules, emphasis is placed upon the changing of the students' attitude as well as the behavior.

A healthy classroom environment encourages student interactions and expression. Students must be respectful toward fellow students and their teachers. Disruption

of the class is regarded as a serious event. Disruptive behavior results in the violation of the rights of all the individuals in the classroom.

To allow for social growth and interaction, students often move from place to place without direct teacher supervision. This includes travel between classrooms, arrival and dismissal, visits to offices, and lunchtime. Students are expected to behave in the same manner as when they are directly supervised.

Saint Columbkille students are expected to behave in a dignified and mature manner at all times. Should negative behavior negatively impact the environment within the school, school administration will address the issue. For example, if a student defames another student through social networking or threatens another student outside of school hours, it may be punishable by the school.

Academic Integrity Policy

The Loyola Way is dedicated to the highest standards of academic integrity. The administration and teachers/staff expect all students to submit course work that reflects their individual original efforts. Failure to respect basic concepts of academic integrity will result in actions to protect students from behaviors harmful to a student's development.

Plagiarism is the copying of information or ideas from another source without giving proper credit. Plagiarism is considered an act of cheating. Forms of plagiarism include copying directly or paraphrasing material from written and electronic sources found on the World Wide Web without citation. Examples include:

- Using another student's work in whole or part and handing it in as one's own (including copying other's homework).
- Turning in a paper retrieved from an Internet source as one's own.
- Using information from an encyclopedia, book, textbook, web site, database, etc. without citing the source.
- Using any facts, statistics, graphs, drawing, pictures, sounds, or other piece of information without citing the source.
- Paraphrasing another person's unique ideas without citing the source.
- Letting someone else (other than the student) write portions of a paper.
- Inventing sources.

If a student cheats/plagiarizes, the student will receive no credit for the assignment. The student's parents will be notified (in writing or by phone), and a disciplinary report will be written. If the plagiarism is deemed by the teacher to be

unintentional, the teacher will impose a penalty. The student may be asked to rewrite the assignment in keeping with proper scholarly practice and resubmit it for evaluation. The teacher may reduce the student's grade for the assignment.

Bullying

Saint Columbkille Partnership School is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying. Saint Columbkille Partnership School acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of Saint Columbkille Partnership School must share and live out, through Catholic tradition, the message of Jesus Christ and be committed to providing an integrated Catholic education environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that fosters respect, understanding and appreciation of one another.

Accordingly, Saint Columbkille Partnership School hereby promulgates this Bullying Prevention and Intervention Plan as required by the Archdiocese of Boston Bullying Prevention Policy and the Commonwealth of Massachusetts. This policy is aligned with the new legislation passed by the Commonwealth of Massachusetts.

Bullying, as defined by the bill and this policy, encompasses crimes such as stalking and harassment. The anti-bullying legislation specifically holds provisions for anti-bully training, and mandates that all school employees, including teachers, cafeteria staff, janitorial staff, etc., must report and investigate incidents involving bullying. Teachers must also notify all parents of the students involved in the bullying incident. It also includes an anti-bullying curriculum to be taught in both public and private schools.

In short, bullying is:

- Use of superior power to physically hurt, intimidate, terrorize, or humiliate others
- Usually repeated over time
- Occurs in a relationship where there is or is perceived to be an imbalance of power or strength
- Will not stop unless there is an intervention
-

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that causes physical or significant emotional harm to the target or damage to the target’s property; places the target in reasonable fear of harm to him/herself, or of damage to his/her property; creates a hostile environment at school for the target; infringes on the rights of the target at school; and/or materially and substantially disrupts the education process or the orderly operation of a school. By way of example only, Bullying may involve, but is not limited to:

- Unwanted teasing
- Threats
- Intimidating
- Stalking
- Cyber-stalking
- Physical violence
- Theft
- Sexual, religious, racial or any other type of harassment
- Public humiliation
- Destruction of School or personal property
- Social exclusion, including incitement or coercion
- Rumor or spreading of falsehoods

For the purpose of this policy, bullying does not mean mere teasing, put-downs, “talking trash,” trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students’ opportunities to learn, the instructional program or the operations of the school. *For the purpose of this Plan, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying (as defined below)*”.

The Archdiocese of Boston Bullying Prevention Policy prohibits bullying on school grounds, as well as "cyber-bullying." Through cyber-bullying, students spread rumors about one another on websites like Instragram and Snapchat. Cyber-bullying also includes sending threatening or harassing messages via the web and through text messaging.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by: wire, cellular phones, any form of text messaging via a cellular phone, electromagnetic, photo-electronic or photo-optical system, including, but not

limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected. Bullying is prohibited:

- At school and at all school facilities;
- At school-sponsored or school-related functions, whether on or off school grounds;
- On school buses or other vehicles owned, leased or used by the school;
- Through the use of technology or an electronic device owned, licensed or used by the school; and
- At non-school related locations and through non-school technology or electronic devices if the bullying affects the school environment.
-

Saint Columbkille Partnership School will address bullying incidents in the following manner:

First offense:

- The Student Support Coordinator will record this information in the student's file and will contact the parents of those students directly involved.
- The Student Support Coordinator and/or Head of School may also lead a conflict resolution meeting with involved students, if deemed appropriate.
- Punishment for at-fault student(s) may include in or out of school suspension and or expulsion depending on the severity of the incident

Second offense:

- The Student Support Coordinator and Head of School will record this information in the student's file and will contact the parents of those students directly involved

- Student(s) will meet with Student Support Coordinator concerning the incident
- Parents will be informed, and may be asked to meet with the Head of School and/or Student Support Coordinator
- School will determine a plan for remediation
- Punishment for at-fault student(s) may include in or out of school suspension and or expulsion depending on the severity of the incident

Third offense:

- The Student Support Coordinator and Head of School will record this information in the student's file and will contact the parents of those students directly involved
- Have a serious talk with the student and his/her parents
- Counseling may be mandated
- Punishment for at-fault student(s) may include suspension or expulsion

Conflict Resolution

In any school it is inevitable that conflicts between students will occur during the school year. It is expected that students involved in a conflict work toward a solution in a constructive manner. Students are brought together to resolve a conflict when conflicts occur and students are unable to come to agreement. Each year a team of student leaders are trained to assist students to mediate conflict. Depending on the severity of the conflict, parents/guardians may be informed.

During the course of the year, students are given skills to deal with conflict in a non-violent way. The student support coordinator and administration works with the teachers to coordinate an advisory program where students are able to learn these skills.

Should a parent/guardian have a concern regarding student conduct or conflict between students, he/she should address their concerns with the Student Support Coordinator. Should the Student Support Coordinator feel that the incident requires disciplinary actions, the administration will be notified.

Harassment

Loyola Academy prides itself in fostering an atmosphere whereby everyone is valued and respected. There will be times when students do not live up to the school's expectations.

Harassment takes many forms, including remarks, jokes, assaults, offensive touching, offensive pictures, cards, or cartoons and may be transmitted through any type of media. While it is developmentally common for these behaviors to occur in a middle school setting, verbal, physical or sexual harassment will not be tolerated. Should a student feel they are being subjected to harassment, they must report it immediately to a teacher, the student support coordinator, or to the administration.

Physicality

Students must respect other students and teachers by refraining from any touching. Physical, public displays of affection are prohibited at all times. Students who have a conflict with another student must try to resolve the conflict without physical contact. Students are urged to report conflicts to their teachers or the student support coordinator if they feel the need assistance to resolve the conflict.

Fighting is considered a major breach of the school's community standards. Violence of any kind will not be tolerated. Assistance, if necessary, will be given to persons who are in conflict with one another to work toward a peaceful, productive solution.

Substance Abuse

The use of any illegal controlled substance such as alcohol, drugs, tobacco, or inhalants during school or at school events is strictly prohibited. Any student discovered to be using, in possession of, or offering a controlled substance to other students will be suspended and a review will take place to determine whether the student will be permitted to continue attending Saint Columbkille Partnership School.

Stealing

Saint Columbkille Partnership School students are expected to live by the standards of high integrity. Students must respect the property of others at all times. Students are encouraged to keep all valuables at home. Students will keep their school belongings in their lockers. Students may not borrow another student's or faculty member's belongings without expressed permission. Students who steal or tamper with another's possessions are subject to disciplinary action that may include suspension. Any student who repeats this offense will be subject to expulsion.

System of Discipline

A system of "Demerits" is in place to ensure that the Loyola Way is being

followed. Demerits are marks that are placed in students' records as a result of a disciplinary infraction. Below is a list of possible infractions that will warrant a demerit. Note, demerits can be given for infractions not included on the list. The Honor Code is in effect on school grounds as well as on the way to and from school.

Infraction:	Examples:
<ul style="list-style-type: none"> • Disruption • Tardiness • Defiance • Dress code Violation • Obscene language • Minor Theft • Disrespect • Inappropriate use of technology • Violation of Cell Phone Policy 	<ul style="list-style-type: none"> • Disruption or sleeping during a class • Coming into class late • Not doing what a teacher asks • Not wearing the proper uniform, un-tucked shirt, wearing sweatshirt • Taking others' property, "borrow without asking" • Hurtful behavior toward a fellow student • Defacing bathroom, breaking headphones • Watching YouTube videos in class • Having cell phone during school hours

Loyola Academy teachers and students are responsible for upholding the Loyola Way. Students will be informed when they have received a demerit for one of the reasons above. Respect for others, your school, and for yourself, is central to the Loyola Way.

Teachers will log demerits in the school's student information system. The Dean of Students works with the administration to track infractions and oversee the Detention Center.

Warnings will be given before a demerit is issued. Should a student receive three (3) demerits in a day, he or she will serve lunch detention on the following day. If a student accumulates five (5) demerits in a week, a discipline report will be filed and parents/guardians will be contacted. An intervention plan may be written.

Parents/Guardians will be contacted should a more serious infraction occur such as stealing, cheating, Insubordination, possession of an illegal substance, possession of a weapon, harassment, vandalism or other disparaging conduct. In these cases, an incident report will be written and a punishment will be determined.

Privileges, including class trips, may be revoked when a student chooses not to correct his or her behavior.

In the event of a disciplinary incident the administration and/or teacher reserve(s) the right to interview students without the permission or the presence of a parent/guardian. Should a serious incident occur, the administration will communicate with the parents/guardians of students involved.

Suspension

Suspension is a sanction that is put in place for serious disciplinary infractions when a student has violated another person's rights including acts of violence or harassment. A student can also be suspended for substance abuse, including the use of tobacco, alcohol or drugs. Any student who has displayed chronic negative behavior is also subject to suspension.

At the time of the suspension, a meeting will be held with the parent, student, and administration. A report will be maintained in the student's record file. During the time of suspension, students will not be afforded any credit for schoolwork missed. The student will be given assignments to enable him or her to stay current in the various subject areas. The student is also responsible for homework assigned during the time of suspension. Any student who is suspended for more than one offence during the year may not be invited to return to school for the following year or may not be permitted to attend graduation exercises.

Expulsion

A student may be excluded from the school in the event of a serious disciplinary incident or if all attempts to change negative behaviors have failed.

General Information and Procedures

Arrival and Dismissal

School doors open for middle school students at 7:35 AM. Students must wait outside in the plaza. Students will only be allowed in the building if they have invited in by a teacher. During inclement weather, students will be permitted in the entrance to the school but are prohibited from entering the classroom until called.

Students must report to their homeroom and unpack their belongings by 7:45am. Any student who arrives in the room after this point is tardy. Students who arrive at

school after 7:45AM must check in at the main office in the check-in system. Excessive tardiness will result in a meeting with the administration to identify a plan for improvement.

If a student is absent, a parent or guardian must phone the office to inform the school. If no phone call is placed, the office will call home to ensure that the student is safe at home. A note must be turned in to the homeroom teacher upon student's return.

Should a student be chronically absent from school, a determination will be made at the end of the year if the number of days in school warrants promotion or graduation. In these cases, communication with parents/guardians will take place during the course of the year.

Bathroom Use

Students are expected to use the facilities during locker period, lunch and before or after school. If a student needs to be excused from class, he/she will be permitted to use the bathroom, but must carry a hall pass. Parents should supply a note if a student has a medical condition that would require him/her to use the facilities more frequently than would be expected.

Cell Phones and other Electronic Devices

The use of cell phones by students is prohibited during school hours in the school building unless the student has the permission of a teacher. Cell phones are also prohibited on school trips. If a student is observed using a cell phone in the building during school hours, the cell phone will be confiscated and a parent/guardian will have to pick it up in the office. Cell phones must be turned in to the homeroom teacher at the beginning of the school day and are stored in the main office until the end of the day. The school is not responsible if devices are lost or stolen if the phone has not been turned in to the teacher. If it is discovered that a student has not turned in his or her cell phone, the cell phone will be confiscated and a parent will have to pick it up in the school office.

Students must purchase or rent a Chromebook. While there is a warranty for any necessary repairs, it is the expectation that students take care of their Chromebook. Refer to the acceptable use and Chromebook policy statements for directives regarding the use of the Chromebook.

Co-Curricular Program

Students are encouraged to participate in the school's co-curricular programs, which are designed to foster social, emotional, physical and academic growth. A listing of clubs can be found on the school webpage. Parents must arrange for transportation or pick-up at the conclusion of the activity. Clubs run from dismissal until 5:00 PM on Mondays through Thursdays. Students can attend Study Hall that runs from 3:00 - 5:00 PM on Mondays through Thursdays to complete homework or seek extra help. There are no clubs on Fridays.

Communications

Parents/Guardians should access the school's information portal (*Renweb*) to make corrections regarding contact information to enable the school to best communicate with the family.

A Monday morning memo is emailed to parents highlighting the events for the week. A bi-weekly school newsletter is emailed every other Thursday. The school calendar and faculty directory is posted on the school's web page. Parents/guardians can contact teachers via email.

Parents/guardians and teachers are dedicated to high standards of courtesy, and have the best interests of the students. It is of paramount importance that parents and teachers work together to guide students to maturity. We know, however, there will be circumstances where misunderstandings arise and it is extremely important that parents/guardians and teachers work as a team to address situations that need to be addressed.

Should a parent/guardian have a concern, he or she should contact the teacher to address his or her concern. It is important that parents communicate with the teacher to be informed of the circumstances before making a judgment about the situation. It is important that parents and teachers present a united front to best help children learn and grow.

Dress Code

Girls Uniform

Formal Uniform - Plaid skirt with green or white mesh polo with school logo, long or short sleeved. An evergreen sweater may be worn, but must include the school logo. School sweatshirts are only allowed on PE days. Navy knee socks or tights must be

worn with navy, black, or dark brown shoes that must be closed toed. No boots, UGGS, sneakers, or heels are allowed.

Winter Uniform (optional for December, January, and February) - Girls may wear the formal uniform in the winter, or if they choose, the winter uniform. White or green mesh polo with the school logo may be worn with khaki pants. Closed -toed shoes must be navy, black, or dark brown. Shirts must be tucked in, and a brown or black belt must be worn at all times.

Warm Weather Uniform (optional for May and June) - Girls may wear the formal uniform in warm weather, or if they choose, the warm weather uniform. Green or white mesh polo with the school logo may be worn with khaki chino shorts. Navy knee high socks or short white socks are acceptable, but socks and uniform shoes **MUST** be worn. Shorts must be an appropriate length (either purchased from Lands' End or fingertip length). Shirts must be tucked in and a brown or black belt must be worn at all times.

Boys Uniform

Formal Uniform - Khaki chino pants with a white button--down dress shirt, long or short sleeved. Boys are required to wear a blue and green striped tie, which can be purchased from Lands' End. An Evergreen sweater is optional, but if worn, must include the school logo. A belt, either brown or black, must be worn at all times. Footwear **MUST** be shoes-no sneakers, boots, Timberlands, etc., Shoes must be navy, black, or dark brown. Shirts must be tucked in at all times.

Winter Uniform - same as formal uniform for boys

Warm Weather Uniform (optional for May and June)- Khaki chino shorts with a white button--down dress shirt, long or short sleeved. Boys are required to wear a blue and green striped tie, which can be purchased from Lands' End. A belt, either brown or black, must be worn. Navy, black, or dark brown shoes must be worn with short white socks, **no sneakers**. Shirts must be tucked in at all times.

In May and June students may wear the gray uniform shorts to school on the day their class has PE. During the other months, the shorts may be worn only during PE class. During these months, while in the classroom, the shorts may be worn under the sweatpants.

Hats may not be worn inside the school building.

Physical Education Uniform

Students are required to wear the full PE uniform on the day their class has PE. Teachers will announce this day at the beginning of the school year. All students should wear the green t-shirt with the Saint Columbkille logo (purchased from the school office) and pewter heather sweatpants from Lands' End with sneakers. If a sweatshirt is worn, it must be the pewter heather crew sweatshirt from Lands' End. The sweatpants and sweatshirts must have the school logo. Hooded sweatshirts may not be worn.

Field Trips

In keeping with the school's approach to learning that is grounded in Jesuit pedagogy, Loyola Academy offers a number of field experiences during the course of the year. Near the end of each school year, Loyola Academy students will travel for a week of targeted learning. Students in grade six will participate in *Nature's Classroom* a four-day experience that teaches teamwork, independence and focuses on environmental learning. Students in grades seven and eight will travel to Philadelphia, Gettysburg and Washington D.C. to connect the social studies curriculum (history and Civic responsibility) with real life experience. The cost of the class trips will be determined in the fall of each school year. Any parent or guardian who is not able to afford the cost of a trip should contact the school. Additionally, the school will organize fund raising opportunities to help families defray the cost of the trip.

Parents must grant permission for a student to attend field trips. Permission slips will be sent home for signature. During trip outings, students are expected to follow school policies and procedures and maintain school appropriate behavior. Students who do not follow the rules on the trip may lose field trip privileges and face other school sanctions.

The cost of day trips is billed at the beginning of the school year.

When needed, parents are encouraged to volunteer as chaperones.

Gum and Food Consumption

The chewing of gum is prohibited. Food must be consumed in the cafeteria to maintain school health code. Snack bars can be consumed during the locker breaks.

Mandated Reporting

The State of Massachusetts mandates that teachers and school personnel report to the Department of Social Services should there be a reasonable cause to believe that a minor child is at risk. This will occur should a student communicate that he or she has experienced abuse or presents with an injury that is not explained. The school is also obligated to report student absenteeism if it becomes excessive to the point where a child's well being is put in jeopardy.

Parent Contact with Students

Students should refrain from using their cell phones during the day. If an emergency arises, please call the office and the school will assist you. If it is necessary for a student to contact a parent/guardian during the school day he/she may ask to use the office phone. Students may not use telephones located in the classrooms. Students may not Email family members during the school day without permission.

Conferences between teachers and parents/guardians are scheduled during the course of the year. Parents/guardians can request additional meetings with teachers should they feel the need.

Photo Release

At times during the school year pictures are taken at events or in classrooms. Parents or guardians who object to a photograph being published on the school web page or in a school publication should notify the office.

Respect of Property

It is expected that students will respect school property, i.e. textbooks, computers, *chromebooks*, *iPads*, and furniture. Should a student intentionally cause damage to school property, he/she will be liable for the replacement cost.

Student Support/Counseling

The student support coordinator is available to assist students who are experiencing emotional difficulty or who find themselves in conflict with another. Except in an emergency situation, students must schedule an appointment in advance to see the Student Support Coordinator who will issue a pass to be given to the teacher prior to coming to the appointment.

Use of Technology

Loyola Academy utilizes a *Google Apps for Education* to enable teachers and students to research and collaborate.

The *Responsible Use Policy* is an extension of the Saint Columbkille Partnership School Code of Conduct. Students are responsible for appropriate behavior while using computers throughout the school and when on the network. Appropriate network etiquette will be expected. Any infraction of network / computer use rules may lead to discipline as well as suspension of the use of the network / computer.

Contact Information

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Mrs. Carol Cashman
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Student Support Coordinator

Ms. Melinda Bouras
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Science and Mathematics Teacher – 6th

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Spanish Teacher – 6th, 7th, 8th

Ms. Menacho

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Social Studies Teacher – 7th & 8th

Mr. Donahue

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Humanities Teacher – 6th

Ms. Smith

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Religion and Science Teacher – 7th & 8th

Ms. Barnett

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Language Arts Teacher – 7th&8th

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Mathematics Teacher – 7th & 8th

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Learning Support Coordinator

Mrs. Myles

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Middle School Support

Sister Catherine Delaney Loretto, SND