

# Parent-Student Handbook 2021-2022



LAKEWOOD  
CATHOLIC  
ACADEMY

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## **LAKEWOOD CATHOLIC ACADEMY**

Diocese of Cleveland, Ohio

### **Administration**

President: Mr. Brian Sinchak

Principal: Ms. Brenna Warrell

Assistant Principal: Michael Fletcher

Dean of Students: Mrs. Meghann Campbell

Dean of International Baccalaureate Program: Mrs. Eileen McGuire

Vice President Early Childhood Learning: Mrs. Jennifer Berardinelli

Vice President of Advancement: Mr. Patrick Straffen

Business Office Manager: Mrs. Marge Lanzola

## **PARENT-STUDENT HANDBOOK 2021-2022**

### **Welcome to Lakewood Catholic Academy**

Lakewood Catholic Academy is a state-accredited Catholic elementary school in the Diocese of Cleveland, serving children from 6 weeks old through grade 8. Founded in 2005, it is a joint ministry of St. Clement, St. James, St. Luke, and Transfiguration parishes. Lakewood Catholic Academy was founded, in part, in response to changing demographics in the City of Lakewood and dwindling enrollment in our parish schools. More importantly, however, it was founded as a result of the commitment of the parents and the parish communities to a strong Catholic elementary school presence in the City of Lakewood.

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

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

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**Our Vision**

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

**Our Mission**

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

**Our Core Values and Beliefs**

We believe that each child is a unique and precious gift from God who is worthy of our love and respect and is highly capable of academic growth.

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

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

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

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

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

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

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

**Annual Admission – Continuing Enrollment**

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

Lakewood Catholic Academy admits students of any sex, race, creed, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded to students at the school.

## Student Safety/Traffic Patterns

### Walkers

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

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

Cook Avenue and Lake Avenue  
Cook Avenue and Clifton Boulevard  
Summit Avenue and Lake Avenue  
Summit Avenue and Clifton Boulevard

Guards must be obeyed at all times. Failure to do so will be reported to the administration and to the child's parent/guardian. Disciplinary action may result. In addition, students and/or families should at no time walk up or down the LCA driveway to access or depart from campus. The steady flow of traffic on the LCA driveway makes doing so a risk for both walkers and drivers.

### Bicycle Riders

Bicycle riders must enter the campus from the sidewalk on Lake Avenue and proceed to the bike racks that are located in the front of the school. All bike riders must walk their bikes when they are on school property. No bikes are permitted on the driveway or in the parking lot areas. Lakewood Catholic Academy is not responsible for damage to bicycles or for those lost or stolen.

### Parent Drivers

Our parking lot is extremely busy during morning drop-off. Please leave home in plenty of time to ensure a non-hurried morning routine. Always exercise patience for the safety of our students.

For afternoon pick-up, please pull up single file in the designated area behind the school. The students will be waiting in an assigned area until their names are called. Please place the school issued hang tag, which includes family last name, on your rearview mirror during pickup. When your vehicle has been loaded, please follow the instruction of staff members regarding exiting the campus. LCA prefers that the afternoon pick-up line be limited to students in kindergarten through fourth grade, along with their siblings. It is recommended that students in grades 5-8 are picked up in the Old Stone House lot next to the school. We understand in inclement weather it may make sense for our older students to be picked up on the back property, as well. Please be sure that your children have a clear understanding of dismissal plans prior to arriving at school.

### Parking

The row of parking spaces directly in front of the Early Childhood Center is not intended for Lakewood Catholic Academy K-8 parents.

### School Access

In an effort to ensure the safety of our students, only the northwest and northeast doors, located between the office and the chapel, may be entered from 8:00 a.m. – 3:00 p.m. Access to the school may be obtained by ringing the buzzer and identifying oneself. The school office will monitor these doors. State law requires that all visitors report to the main office. Anyone other than school personnel or students must report to the main office.

## School Day

### Attendance

Regular attendance is a serious parental obligation. Irregular attendance may cause the student to miss important lessons and may result in poor grades and lack of enthusiasm for school. If a student is absent from school more than twenty (20) days in a school year for reasons other than an extended illness, verified by a

doctor, it will be necessary to meet with a member of the administrative team to determine if the child is prepared to move on to the next grade. For the health of the school community, we encourage children to stay home if they are ill. In order to promote this choice, LCA does not award perfect attendance.

### **Absences**

If your child is going to be absent or tardy, please contact the main office before 8:30 a.m. by calling 216.521.0559 and selecting the Attendance Extension. You may also email the main office at [attendance@lcasaints.com](mailto:attendance@lcasaints.com), or use our mobile app, available for free on all smart phone devices. The main office must be notified every day that your child is absent. No calls or verbal reports are accepted from minors.

If a student becomes ill at school and leaves before 10:00 a.m., he/she will be considered absent for one day. A student who arrives at school after 10:00 a.m., whether because of illness or because of a medical appointment, will be considered absent for a half day.

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

### **Tardiness**

It is important that students arrive on time for school every day. Being tardy not only disturbs the school routine, but also may negatively impact a student's ability to come to school ready to learn. Students who have not reported to their designated locations by 8:00 a.m. will be considered tardy and must report to the main office.

Students in grades 4-8 will serve a detention for every five tardies earned, resetting each quarter. If it is determined that tardiness is a concern for any student in grades K-8, a parent meeting with the teacher or school administration may be warranted.

### **Special Dismissal or Absence**

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

If it is absolutely necessary for a student to leave before the end of the day, prior to leaving, the parent must contact the main office by phone or email, or the student must present a note signed by the parent/guardian stating the reason for the early dismissal. Students should be picked up in the main office by a parent/guardian or other authorized adult. Students will only be released to an authorized adult.

### **Medical Appointments**

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

### **Family Vacations**

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

When parents, but not the children, are out of town, the main office must be informed of the following:

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

**Make-Up Work/Homework Assignment Requests**

If a student is absent, parents may request take-home work. To do so, please write a note or email the teacher to make plans to pick up the work. It is recommended that students who are absent check the portal regularly and keep up with assignments when possible. For absences lasting five days or less, a student has one week from the day he/she returns to complete all missed work. Any work not completed within that week will be considered late and will be accepted only for partial credit (see policy about late work). For absences lasting more than five days, an appropriate due date for missed work will be determined on an individual basis. Regardless of the length of the absence, students will be expected to keep current with assignments given upon their return to class.

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

**School Hours**

School hours for students in grades K-8 are 8:00 a.m. - 3:00 p.m. Students should not arrive at school before 7:40 a.m. All students must be in their homerooms by 8:00 a.m. Failure to do so will result in the issuance of a tardy slip. When students enter the building, please adhere to the following procedures:

Kindergarteners report to their homerooms.

Students in grades 1-8 follow the morning procedures set by their homeroom teachers.

We understand that many parents want to be of assistance to their children as they prepare for the school day. We also recognize the need for students to develop a sense of independence and responsibility. K-8 students will be expected to enter the building and be in the classroom by 8:00 a.m. without adult assistance. At the beginning of the school year, student ambassadors will be available to assist younger students having difficulty with morning drop-off. In the event that a child significantly struggles to separate from his/her parents/guardians at drop-off, the school administration will work with the family. Parents of early childhood students are permitted in the building year-round.

**Forgotten Items**

One of the goals of our discipline program is to help students to become responsible and to accept the consequences of their actions. Therefore, students will only be permitted to call home before 8:10 a.m. for forgotten items such as P.E. uniforms, homework, projects, school uniforms, musical instruments, field trip permission, etc. Parents are not permitted to deliver forgotten items to a student's locker or classroom. Lunches may be dropped off in the main office, where students can pick them up at lunchtime.

**Communication**

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

**Student Information Changes**

Please direct any changes in student information (address, telephone number, email address, etc.) to the main office at [kburke@lcasaints.com](mailto:kburke@lcasaints.com) or by phone at 216-521-0559.

**Telephone Calls**

Every effort will be made by the administration and teachers to return calls within 24 business hours. Teachers will not accept phone calls during instructional time (8:00 a.m. – 3:00 p.m.). If the call is about an emergency situation, please indicate this to the office personnel.



### Emergency Messages During School Hours

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

### Email

Teacher email addresses can be found on the Faculty + Staff page of the Lakewood Catholic Academy website ([www.lakewoodcatholicacademy.com](http://www.lakewoodcatholicacademy.com)). Parents are asked to email for academic and business purposes only. Any information about lunches, rides home, after school plans, etc. should be communicated through the main office. Every effort will be made to answer email messages within 24 business hours.

### School Phones

The office phone will be used for school business only. Students must have permission from a teacher or staff member to use the school phones.

### Cell Phones

If a student brings a cell phone to school, it must be turned off and left with the child's homeroom teacher for the duration of the day. Cell phones may not be used in the school building from 7:40 a.m. – 3:00 p.m. Lakewood Catholic Academy assumes no responsibility for the safety/security of any cell phones brought onto school property. Unauthorized use of cell phones will result in confiscation of the cell phone and a revocation of cell phone privileges. Apple Watches, Gizmo Watches, Fitbits and any similar interactive devices, regardless of whether they have a data connection, will be treated as all other cellular devices and must be left with the child's homeroom teacher for the duration of the school day.

### Cell Phone Policy

Any student bringing a cellular device, including a smartwatch or similar device as noted above, onto school grounds, along with his/her guardian(s), agree to the following:

1. The faculty and staff of Lakewood Catholic Academy are not responsible, in any way, for damage to or the loss of students' cellular phones/devices.
2. All phones and devices are to be given to each student's teacher upon entering homeroom and are to be **turned off** (*not placed on silent or vibrate*).
3. Phones/devices are brought to school with the understanding that they are not to be used during school hours and will not be returned to a student until dismissal, without exception, unless a student is leaving early.
4. It is not the responsibility of the homeroom teacher, nor any other staff member, to seek out a student who did not collect his/her phone/device, nor is it the right of any student to go through the property of any teacher, or expect any other staff member to do so, to retrieve his/her phone/device.

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

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

2nd Occurrence: The student will serve a 30-minute detention, after which the student's guardian(s) must come to school to retrieve the phone/device.

3rd Occurrence: The student will receive a one day in-school suspension, to be served immediately. The student's guardian(s) must come to school to retrieve the phone/device. After the 3rd occurrence, the student will no longer be permitted to bring a phone/device to school.

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



### **Weekly Newsletter**

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

## **Student Lunches**

### **Dining Program**

Lakewood Catholic Academy students have the option of participating in the hot lunch program provided by Lago Dining Services.

No student will be given permission to leave the building for lunch unless he/she brings in a written request from a parent/guardian. No student is permitted to leave campus prior to dismissal unless accompanied by a parent/guardian, and only after that student has been signed out in the main office.

If a student realizes that he/she is without a lunch for the day, one will be provided. That student is then responsible for reimbursement to the school office, which should be in a marked envelope to the attention of the dining hall staff.

### **Packed Lunches**

If you pack a food item for your child that requires a fork or spoon, please also pack the proper utensil. Students should be able to eat their packed lunch as is, with no additional preparation required. Staff will be available to help students with the opening of containers, but the staff is not responsible for the heating or further preparation of any item brought from home. Microwaves are only available for students in 8th grade. As noted previously, forgotten lunches may be dropped off in the main office, where students can pick them up at lunchtime.

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

## **Curriculum**

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

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

### **Academic Philosophy**

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

### **Faith Development**

Central to our curriculum at Lakewood Catholic Academy is the religious instruction in which our students learn the truths and values of our Catholic faith. All students, regardless of religious affiliation or denomination, take religious instruction and attend all liturgy and prayer services. Students have the opportunity to help plan liturgy and to participate in various roles during Mass. Students will participate in monthly all-school liturgies, as well as liturgies held on Holy Days of Obligation. Special prayer services and individual class Masses are held

throughout the year. Daily prayer and weekly Jesuit Examen are also important elements of each student's faith life at LCA. Service and social justice projects are informed by our faith, are intentionally planned and vertically aligned, and are regularly integrated into the course of the year. Students in grades K-5 also participate in Catechesis of the Good Shepherd, a Montessori-based, spiritual formation which takes place weekly in a dedicated atrium space.

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

Students in kindergarten through fourth grade regularly have classes in the core courses of mathematics, reading/language arts, social studies, science and religion. Reading class is structured using the Guided Reading framework. In addition, students are exposed to music, art, technology, physical education and foreign language instruction weekly.

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

The middle years at LCA consist of grades five through eight, with grades six through eight experiencing the full integration into the International Baccalaureate Middle Years Program. The IB program consists of eight subject groups: language acquisition, language and literature, individuals and societies, science, mathematics, arts, physical and health education, and design. In addition, students participate in theology class, with fifth grade students also engaging in the Catechesis of the Good Shepherd. Students in grade five receive instruction in all eight IB subject groups and gradually transition to the framework and expectations of the IB Middle Years Program.

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

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

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

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

### **MYP Internal Complaints Procedure**

We believe in the importance of working in partnership with parents to offer the best educational experience possible. We also believe in the importance of developing student agency. Therefore, our internal complaints procedure includes information pertinent to both students as well as parents.

If an individual has concerns about an LCA policy or decision involving the IB Middle Years Program or otherwise, that individual is encouraged to do the following:

If the individual is an LCA student in grades 5-8:

- Attend office hours with the teacher with whom you have a question or concern.
- For academic concerns, make an appointment with the Dean of the International Baccalaureate Program or the Principal. You can make an appointment by speaking to or emailing the administrator.
- For disciplinary concerns, contact the Dean of Students.
- For concerns about athletics or extracurricular programming, contact the Assistant Principal.

If the individual is a parent or guardian of an LCA student in grades K-8:

- Email the teacher with whom you have a question or concern.
- For academic concerns, contact the Dean of the International Baccalaureate Program or the Principal.
- For disciplinary concerns, contact the Dean of Students.
- For concerns about athletics or extracurricular programming, contact the Assistant Principal.

**Appeal Review**

Once a concern is addressed by at least one administrator listed above, a student or parent can request that a decision be reviewed. That review will be conducted by the school President.

**Care of Books**

Since books are expensive both to purchase and to maintain from year to year, parents are expected to help their children be responsible for books used throughout the year. Backpacks/book bags should be used to transport books between home and school. Students are financially responsible for the loss or damage of textbooks, novels, or any other school issued publication.

**Library**

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

**Special Services**

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

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

**Inclusion**

Lakewood Catholic Academy admits students of any sex, race, creed, color, national and ethnic origin to all rights, privileges, programs and activities generally afforded to students at the school. In order to best serve all of our learners, we will provide a continuum of services, reasonable adjustments, and modifications ranging from informal to formal. These include:

**Regularly scheduled tutoring sessions**

Each teacher schedules weekly office hours whereby he/she is available for drop in or virtual tutoring. This schedule is made available to students and parents at the beginning of each school year. Occasionally, in response to data obtained from a formative assessment, a student is required to attend tutoring sessions provided by his/her teacher during office hours. This intervention is intended to be immediate, temporary, and targeted to the learning objectives.

**Modifications**

Through best practices of differentiation, teachers respond to a variety of student learning needs and interests through modifications. Modifications can occur during the formative process of learning and include small group instruction, flexible grouping, and changes in response to student input. Modifications can also occur during the summative phase of learning by offering students options with regard to products evidential of learning.

**Intervention Services**

Students in need of mild to moderate intervention receive individual and/or small group instruction with an auxiliary tutor at least once per week. The goal of this program is to provide individualized instruction to help academically struggling children gain the necessary skills to meet classroom benchmarks. Some students in need of intervention services are on an accommodation plan. This plan is created cooperatively with input from classroom teachers, the school psychologist, parents, an intervention specialist, and the Principal.

**Intensive Remediation Services**

Students formally identified in need of intensive remediation receive individual and/or small group instruction with an intervention specialist weekly. Some students also receive weekly support from an auxiliary tutor. The goal of this program is to strengthen

## Grading

A report card will be issued four times during the year to inform parents of their child's progress. First, second and third quarter report cards will be posted on the PlusPortals website. Fourth quarter report cards will be mailed home within one week of the final day of classes.

Interim progress reports are sent home at mid-quarter for all students in grades K-1. Progress reports are not issued for students in grades 2-8. PlusPortals provides parents with the same information they would receive through a progress report. A mid-quarter reminder will be sent to all parents to encourage a review of their child's grades. In addition, teachers will be in contact with the parents of any student who is receiving a D or an F at the mid-quarter point.

The LCA grading scale is as follows:

| GRADES K-2 |        | GRADES 3-8 |        |
|------------|--------|------------|--------|
| O          | 90-100 | A+         | 98-100 |
| S+         | 88-89  | A          | 95-97  |
| S          | 82-87  | A-         | 93-94  |
| S-         | 80-81  | B+         | 90-92  |
| N+         | 78-79  | B          | 87-89  |
| N          | 72-77  | B-         | 85-86  |
| N-         | 70-71  | C+         | 82-84  |
| U          | 0-69   | C          | 79-81  |
|            |        | C-         | 77-78  |
|            |        | D+         | 75-76  |
|            |        | D          | 72-74  |
|            |        | D-         | 70-71  |
|            |        | F          | 0-69   |

## Academic Recognition

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

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

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

Merit: Students must maintain a minimum GPA of 3.45.

Student GPAs are calculated in grades 5-8. In grades 7 and 8, quarterly GPAs are used to determine academic recognition as described above.

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

A+ = 4.3      B+ = 3.3      C+ = 2.4      D+ = 1.4      F = 0.0

A = 4.0      B = 3.0      C = 2.0      D = 1.0

A- = 3.7      B- = 2.7      C- = 1.7      D- = 0.7

## Student Evaluation

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

## Homework

A reasonable amount of homework will be given daily. The assignment will be an outgrowth of class work to supplement learning, to review independently what was taught in class, and to provide opportunity to use research skills. Time allotments for homework depend upon the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since students work at different rates of speed. Parents are asked to direct questions regarding homework content and amount to the classroom teacher.

## Late Work Policy (Grades 5-8)

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

## Appointments and/or Conferences

If you are concerned about your child's academic progress, please contact the teacher(s) involved. Teachers will communicate with parents through the PlusPortals website, ClassDojo, conference, telephone, email, or note. Teachers are not to be interrupted during class time. Parent meetings with teachers must be scheduled in advance and, unless agreed upon by the teacher, should not take place during morning arrival or afternoon dismissal.

**Parent Teacher Conferences**

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

**Standardized Testing**

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

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

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

**Promotion and Retention**

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

Retention will be considered if a student has an excessive number of absences, or if the student consistently fails to perform academically at a basic level, as measured against Lakewood Catholic Academy's curricular framework. In certain situations, additional criteria for consideration of retention may be used. Except under extraordinary circumstances, a child who is retained will be required to repeat the necessary grade at another school. In the event that retention is a consideration, a meeting will be scheduled, in a timely manner, with the family and school administration.

**Technology/Design**

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

Students at Lakewood Catholic Academy will:

Participate in technology/design classes and use technology as a tool in the classroom to execute projects, access information, create multimedia programs, reinforce concepts, and communicate with other persons; and understand that technology can enhance classroom learning as well as serve as a vehicle to connect to other people outside the classroom walls.

**Acceptable Use Policy**

The use of the available technology at Lakewood Catholic Academy is a privilege shared by all students. Guidelines have been established to ensure the proper use of the equipment and to protect the integrity of the educational program. Failure to comply with these guidelines will result in the loss of technology privileges and other legal and/or disciplinary action. The policy for students' acceptable use of technology is included in this handbook, and acknowledgement of receipt and understanding of this handbook indicates understanding of and agreed compliance with the student acceptable use policy.

**Computers, Printers, and Related Equipment**

Unsupervised use of any technology-related equipment is strictly prohibited. Proper care of the equipment will be taken at all times. No food or beverages are permitted near the computer or on the computer tables. Use of the printers must be authorized by the teacher. Fees will be charged for the repair and/or replacement of computer-related equipment damaged by a student.



**Software**

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

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

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

**Internet Access**

Access to the internet is limited to sites approved by the teacher for educational purposes only. Access of obscene, inappropriate and/or pornographic material, including the printing of such material, is strictly prohibited. Attempts to bypass the school's internet filtering system are not permitted.

Personal information, including names, addresses, and phone numbers may not be given out. Appropriate language will be used for all online communication. Chat rooms and social networking sites may never be accessed at school.

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

**Privacy**

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

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

**Personal Responsibility and Ethical Use of Technology**

If a student transmits an electronic communication that:

- threatens, harasses, defames, demeans or bullies one or more students or staff at the school; or
- harms the reputation of the school, one or more of its students, or one or more of its staff members

the student may be disciplined in accordance with the discipline policy of the school and/or with restrictions on use of the school's network. Lakewood Catholic Academy expects all students to be ethical and responsible in their electronic transmissions, regardless of whether those transmissions take place on school property or school time.

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



## Uniform Guidelines

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

1. Students may wear navy blue or khaki traditional style pants. Denim or cargo pants may not be worn, and all pants must be worn at waist level. A belt must be worn if the pants have belt loops.
  - a. Girls in grades K-4 may also wear a tunic style jumper, a V-neck pleated jumper, or a skort in the LCA uniform plaid.
  - b. Girls in grades 5 - 8 may also wear a pleated skirt or a skort in the LCA uniform plaid. Skirts must be of appropriate length.
2. Navy or khaki walking shorts will be permitted in August, September, May, and June. Denim or cargo shorts, or shorts with any type of ornamentation/decoration, may not be worn. A belt must be worn if the shorts have belt loops.
3. Students may wear a white, burgundy, or navy long or short-sleeved polo shirt. The LCA logo is the only logo permitted. A polo shirt must be tucked in if it does not have a banded bottom. If a t-shirt is worn under the polo shirt, it must be solid white and short sleeved, with no visible logo. A white, navy or burgundy turtleneck may be worn under long-sleeved polos only.
  - a. Girls in grades K-4 may also wear long or short-sleeved white blouses or white turtlenecks with no ornamentation.
4. Socks must be visible and may be white, navy, burgundy, black or brown. LCA spirit wear socks are also acceptable. Girls may also wear white, navy, burgundy or black tights/leggings. If leggings are worn, they must be solid in color and full length. Socks must also be worn and must be high enough to cover the bottom of the leggings.
5. Students may wear dress or tennis shoes that are black, white, gray, brown, blue or maroon/burgundy. Any accents/highlights must also be black, white, gray, brown, blue or maroon/burgundy. Shoes that light up or contain a wheel, as well as open-toed and backless shoes (clogs, Crocs, slippers, etc.) are prohibited, along with bright, neon, camouflage, or glittery shoes. In addition, high top tennis shoes are also prohibited. Shoes are to have non-marking soles. Students who choose to wear tennis shoes with their school uniform may wear the same shoes for PE. Students who choose to wear dress shoes will need a separate pair of shoes for PE.
6. LCA crewneck sweatshirts and quarter zips may be worn over the uniform shirt during the school day. Permissible sweatshirts and quarter zips are those purchased through the online LCA spirit shop, Schoolbelles or Lands' End, those quarter zips issued to student ambassadors, or any solid-colored burgundy or navy quarter-zip. Quarter-zips not issued through LCA are to be unadorned or may include only a small manufacturer's logo. All other sweatshirts and quarter zips, including hooded sweatshirts, fleece jackets or attire issued through LCA athletics, are not permitted during the school day, except at recess.
7. Students may wear solid colored cardigans, pullover sweaters, or sleeveless pullover vests in navy, burgundy, or white.
8. Make-up may not be worn in school. Students with make-up on will be sent to the office to remove it.
9. No visible tattoos, piercings, jewelry, or other accessories are permitted, with the following exceptions:
  - a. Girls may wear one pair of small post/hoop earrings on the ear lobe only. No dangling earrings
  - b. Students may wear one small Catholic religious symbol on a thin chain
  - c. Students may wear a single watch and a single bracelet
  - d. Students may wear one ring

## Dress Down Regulations

1. Shirts must have sleeves. No tanks, spaghetti straps or midriff tops.
2. Shirt graphics must be appropriate (alcohol/drug/political references are prohibited).
3. Hats may not be worn in school, with the exception of specially themed days.
4. Shorts/skirts must be of appropriate length. Shorts may only be worn during the warm weather months of August/September and May/June. From October through April, students are not permitted to wear shorts over leggings.
5. Jeans, yoga pants, and leggings are permitted. Sweatpants are permitted, but may not have anything printed on the seat of the pants. Pajama pants are not to be worn.
6. Comfortable footwear is encouraged on dress down days. Wheelies and slippers are prohibited.
7. Clothes should be clean, neat, and appropriate for a Catholic school.
8. If you are unsure as to whether your planned outfit is appropriate, obtain permission from your homeroom teacher.

## Hair

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

1. bleached, dyed, highlighted or ombre hair
2. shaved all or parts of the head
3. excessively teased hair or hair that is unkempt
4. ponytails worn by boys
5. accessories that may be distracting
6. spiked hair

## Physical Education Uniforms

All students must wear solid color LCA shorts, a white or navy LCA P.E. t-shirt, and tennis shoes. In cooler weather, LCA sweatpants may be worn. All P.E. uniform items will be available through Schoolbelles, Lands' End, and our seasonal online pop-up shop.

## Conduct

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

LCA's *Saintly Seven* (listed below) provides a general set of guidelines that will ensure a pleasant and orderly environment. We hope to promote among our students a sense of responsibility for one's actions and an understanding of the element of personal choice in determining one's behavior and of the consequences of one's behavior. At all times, safety is the main priority of the school. Student conduct which in any way threatens the safety of others, through suggestion or action, will not be tolerated.

Consequences may consist of detentions and/or after school work, referral to the administration, a meeting with the parents, counseling, peer mediation, removal from extra-curricular activities and, in extreme cases, suspension or expulsion. In all grades, chronic or serious misbehavior will be communicated to a child's parent/guardian.

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

**SLANT**

*Sit up*

*Lean In*

*Active Listening*

*Nod*

*Track*

**Attitude of gratitude**

*Say thank you when offered something*

*Be humble when recognized*

*Understand needs vs. wants*

**Impress them from "hello"**

*Greet guests with a firm handshake and introduction*

*Make eye contact in ALL conversations*

*Be an ambassador of LCA at all times*

**Notice others**

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

*Celebrate the success of others*

*Recognize those in need*

*Be attentive to those around you*

**Timely transitions**

*Move with a purpose*

*Be organized*

**Leave it cleaner than you found it**

*Classrooms, halls, and common areas*

*God's green earth*

**Your appearance matters**

*Follow the dress code*

*Refrain from gum chewing*

**Prohibited Items**

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

**Bullying**

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

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

Students who engage in any type of bullying are subject to disciplinary action, up to and including suspension or expulsion.

Students who believe they are victims of bullying shall report the matter to their homeroom teacher. If further action is needed, the matter will be referred to the school administration. If the incident results in a child's suspension or expulsion, it shall become a part of that child's permanent record.

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

### **Search and Seizure**

All property of the school, including students' desks and lockers, as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search all items brought onto school property.

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

### **Student Threats**

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

1. Any and all student threats to inflict any harm to self or others will be taken seriously. Students giving some indication that they "would kill," "could kill," "want others dead," etc. will be dealt with immediately.
2. Whoever hears the threats should report them to the school administration.
3. The parent/guardian of the student who has made the threat shall be notified immediately.
4. The student shall remain under supervision until the parents arrive.
5. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately. If desired, the school shall secure counseling for students involved after obtaining parental permission.

*Additional Steps May Include:*

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

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

**Clinic**

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

Lakewood Catholic Academy furnishes an Emergency Authorization Form that directs the school's course of action in each individual case. It is essential that the parent/guardian notify the school of changes in phone number, address, or employment throughout the school year so this data is always current, especially in the event of an emergency.

**Clinic Hours**

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

**Health Forms and Immunization Records for Grades K - 8.**

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

**Medical examinations are required for ALL kindergarteners.****Medication Policy**

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

- All medications, prescription and non-prescription, must be kept in the clinic and furnished by the parent/guardian.
- Only authorized school personnel will be permitted to dispense medications to any student. Authorized personnel include the School Nurse (or substitute) and other Lakewood Catholic Academy faculty/staff as designated by the School Nurse for special circumstances (e.g., a field trip).
- A completed Medication Consent Form (available in the school office, clinic, or on the LCA website) must be brought to the clinic with the medication. This completed form must include the full name of the child, the name of the medication and the dosage, the time it is to be given, the reason for the medication, special instructions if applicable, the physician's phone number, the physician's signature, and the parent or guardian's name, phone number, and signature. **No medications will be administered without this completed form.**
- Prescription medications must be in a labeled container from the pharmacy. The label must include the child's name, name of the medication and dosage, administration instructions, and prescribing physician's phone number. A physician's signature will be required on the Medication Consent Form. (Note: when having a prescription filled, a request can be made for a second bottle to be labeled for school purposes)
- A physician's signature is required for all medications including non-prescription medications.

- Non-prescription medication must be in a sealed original container and labeled with the child's full name and any administration instructions. Medications will not be accepted or administered if they are not sent in the original labeled container.
- A student may have cough drops at school if the parent supplies them with a dated note specifying when their child may have one. Students in Pre-K through 4th grade will bring their cough drops to their homeroom teacher, and he/she will administer them as needed. Students in 5<sup>th</sup> through 8<sup>th</sup> grade should keep their cough drops (and the parent note) with them at all times. Students in 5<sup>th</sup> through 8th grade may administer their own cough drops as needed, though LCA staff members reserve the right to remove cough drops from a student's possession if it is felt that the student is taking them in excess. Cough drops may not be shared with other students.
- During the final week of school, parents should make arrangements with the School Nurse to return any unused medications.
- In no event is any representative of the school to assure a parent that anything more than a reasonable effort will be made to assist the student in taking a medication.

### **Contagious Illnesses**

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

Temperature --- Anyone with a temperature of 100° F or higher must stay home until they are fever free for forty-eight (48) hours.

Vomiting or diarrhea --- Anyone with vomiting or diarrhea must stay home until they have been symptom-free for forty-eight (48) hours.

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

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

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

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

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

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

If a student is sent home from school with a fever, vomiting, or diarrhea, he/she may not return to school the following day, as he/she must be free of illness for at least twenty-four (24) hours before returning to school. This policy is necessary to prevent the spread of illness to other students and staff as well as for the protection of the student. For the health of the school community, we encourage children to stay home if they are ill. In order to promote this choice, LCA does not award perfect attendance.



**Dismissal Due to Illness**

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

**Prolonged Illness**

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

**911**

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

**Emergency Closing**

In the event of a calamity day, the official announcement for a school closing will be shared via text, as well as on local media (news broadcasts and websites), social media outlets and on the LCA website. Please do not call the school concerning closings.

**Food Allergy Plan**

Pursuant to the Ohio Revised Code 3313.719 (The Food Allergy Protection Policy), the purpose of this policy is:

- To provide a safe and healthy learning environment for children with food allergies
- To reduce the likelihood of severe or potentially life-threatening allergic reactions
- To ensure a rapid and effective response in the case of an allergic reactions

Food Allergy Symptoms or Anaphylaxis is a result of exposure to an allergen, specifically peanuts and/or tree nuts. Tree nuts include almonds, Brazil nuts, cashews, hazelnuts (or filberts), macadamia nuts, pecans, pine nuts (pignolias), pistachios, and walnuts.

Symptoms of Anaphylaxis or food allergy may include:

- A feeling of apprehension or foreboding
- Facial symptoms, including hives, flushing, or itchiness
- A feeling of tightness in the chest, throat, or mouth
- Progressive difficulty swallowing or breathing, which could include drooling, wheezing, choking, or coughing
- Nasal symptoms, such as a runny nose
- Changes in the voice
- Digestive symptoms such as diarrhea, nausea, or vomiting
- Dizziness, fatigue, chills, and increased heart rate
- Loss of color to the skin, loss of consciousness

The only way to avoid a reaction to those allergic to peanuts or tree nuts is strict avoidance. Symptoms can begin immediately upon exposure, or up to 2 hours after exposure to an allergen.



## Procedures and Practices, including responsible person(s):

When children with food allergies attend school:

- The school nurse will provide the family with the Food Allergy Action Plan to be filled out by the child's healthcare provider or parent
- Based on the child's Food Allergy Action Plan, caregivers will receive training and put into practice:
  - v Preventing exposure to specific foods that trigger allergy
  - v Recognizing symptoms of allergic reaction
  - v Treating allergic reaction
- Parents and staff shall arrange to have appropriate medication (if necessary) on site, proper storage of medication, and training to use medication while in school
- The school nurse, secretary or teacher will promptly take steps outlined in the Action Plan if a student has a reaction while in school.
  - The school nurse, secretary or teacher will call 911 if epinephrine has been given and then call the student's parents.
- The student's Food Allergy Action Plan will be given to all school personnel who come in contact with the child throughout the day.
- The Action Plan and medication will be taken on all field trips
- Protocols for cleaning surfaces touched by food products will be implemented
- A "Nut-Free" table will be designated in the Social Hall as needed
- Classroom treats containing nuts are prohibited
- The school nurse will provide training for all school personnel yearly

## Birthday Celebrations

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

Homeroom teachers in all grades will set specific guidelines for classroom birthday celebrations and treats. Treats may be passed out during homeroom time in grades K-4 and theology class in grades 5-8.

## Field Trips

Students will have the opportunity to participate in field trips that enrich the curriculum. All students will participate in field trips, if possible. Parent consent is required for each field trip. LCA uses ZippSlip, an online portal, to gain parental consent, as well as for submission of field trip payments, when needed. In extraordinary circumstances, parents may fax (216-521-0515) a field trip form to the office. On the day of a field trip, a student who has not yet submitted a signed field trip form will be permitted to call home up until 8:10 am. Students who do not have a completed field trip permission slip will NOT be permitted to go on the field trip. If a student does not have a permission slip, schoolwork will be provided for the child for the duration of the field trip.

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

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

## After Care Program

The After Care program operates at Lakewood Catholic Academy on scheduled school days and some vacation days during the school year. *If LCA is closed due to weather or another emergency situation, the After Care program will not operate.* The After Care program will operate from 3:00pm to 5:30pm every day that school is in session. Additional information regarding the After Care program is available in the After Care Handbook.

## Parent Involvement

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

### Parent/Community Volunteers

Volunteers assist our faculty, staff, and administration to accomplish many activities and projects within the school. Everyone is encouraged to contribute in some way for the betterment of the school and for the education of our children. Information regarding ways in which people can become involved is sent home at the beginning of each year. All parent volunteers must complete Virtus training and remain in compliance with training updates, as well as complete BCI/FBI fingerprinting.

For information on Virtus training sessions, click on the "Help/FAQs" link at [www.virtus.org](http://www.virtus.org) and scroll down to the section that says "View upcoming session schedule." Click the link to show the answer and click on the link. Select "Cleveland, OH (Diocese)" from the "List of upcoming Protecting God's Children classes in your area" link.

## Policies

### Weapons Policy

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

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

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

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

### Sexual Harassment and Sexual Violence Policy

#### Purpose

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

## **Sexual Harassment**

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

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

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

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

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

## **Sexual Violence**

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

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

## **Policy on Youth Gangs**

Youth gangs and gang related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose of practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

**Policy on the Use and Abuse of Alcohol, Tobacco, E-Cigarettes and Other Drugs**

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

Students who violate this policy will be subject to disciplinary procedures that may result in suspension or expulsion from school. Where violations of the law are involved, law enforcement agencies will be notified.

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

**Student Pregnancy Policy****Principles**

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

**Principles of Respect for Human Life**

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

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

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

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

**Principles of Effective Management**

Effective school management is directed to the welfare of all members of the academic community, since the primary purpose of the school is to provide an atmosphere for learning, and for experiences that will contribute to the growth and development of the students. These requirements of effective school management are to be applied for both the male and female individuals involved, though admittedly, these situations will not be exactly the same. While respect for human life is of prime importance, due respect for effective school management is not to be neglected in coping with the potentially disruptive aspects of pregnancy in the school setting.

## **HIV/AIDS Policy**

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

1. The health of a child, as documented by his/her physician, allows participation in the regular academic school activities.
2. The child behaves acceptably, and in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other conditions that prevent his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

The Pastor Designate and the school administration will consult with the Diocesan Regional Superintendent before the Pastor Designate makes the final decision on each case in the school.

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

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

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

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

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

## **Fundraising Policy**

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

## **Asbestos Annual Notification**

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

## **Tuition/Registration**

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

At the present time there are three tuition rates:

**Tier One:** A supporting parish tuition for families who are members in good standing at one of the four Lakewood parishes that provide financial support to the school (St. Clement, St. Luke, St. James and



Transfiguration), or are members of other parishes who choose to subsidize tuition for the parish families with a contribution toward their Catholic education.

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

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

### **Payment Options**

All families who choose to pay in installments must pay via FACTS Management. There is a \$50 enrollment fee (\$20 if a one-time annual payment is selected); payments may be made directly from your bank account, charged to your credit card, or mailed into FACTS. Upon enrollment, families choose a payment plan and due date. Please note: If paying by credit or debit card, there is an additional convenience fee per payment.

Monthly: Payments are due each month from July through April.

Quarterly: Payments are due in July, October, January and April.

Semi-annual: Payments are due in July and January.

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

A family is considered past due when they are two or more months behind in payments. If past due tuition is not paid by the day report cards are issued, your child/children will not receive a report card or access to their grades. If a family's tuition is not brought up to date by the third month, students will not be permitted to attend classes until financial arrangements have been made with the business office.. All final report cards will be mailed to parents unless a family has fees which have not been paid.

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

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

Please contact the business office at 216.521.0438 with any questions or concerns.

### **Parishioner Investment**

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

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

## Financial Assistance

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

The majority of aid is granted in the first round. In order to be reviewed in the first round, the FACTS form must be filed by March 1. The final deadline to apply for tuition assistance is June 1st.

## Registration and Fees

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

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

## Parent Responsibilities

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

Parents are, therefore, responsible for:

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

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



## Family/Custodial Situations

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

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

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

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

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

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that *one* conference appointment be scheduled jointly if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and/or misinterpretations.

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

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

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

## Student Acceptable Use Policy

### Lakewood Catholic Academy

### Diocese of Cleveland

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

**Definition of school technology system:** The school systems and networks (collectively, “System”) are any configuration of hardware and/or software whether used on or off school property. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software including without limitation video conferencing software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi;
- school provided Chromebooks;
- school provided personal digital assistants (“PDAs”), tablets, IPADs and similar devices;
- school issued access to third party websites (i.e., Google apps, Zoom, Flipgrid, Dojo, etc.) ; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school’s computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

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

**Access to the School’s computer/network/Internet is a privilege, not a right, and may be revoked at any time.**

**Scope of Use:** The System is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school’s operations and mission, and not in excess or to the exclusion of the student’s studies or school responsibilities.

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

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

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

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

**Student Access:** System access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. When student is in a classroom setting on school property, student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

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

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

**The Use of Video Conferencing:** Staff and students may from time to time use video conferencing software for educational purposes, including without limitation Zoom and Google Hangouts.. Video conferencing is a way that students can communicate with teachers, other students, speakers, others from their school, local community, and/or other parts of the country and the world, in real time. All students agree to the following related to use of video conferencing software whether or not on school property during use:

- a) Videoconference sessions may be videotaped by school personnel or by a participating school involved in the exchange in order to share the experience.
- b) Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.

- c) Students are only permitted to transmit audio/video images using the System when all of the following conditions are met (i) it is under teacher's direction, (ii) it is for educational purposes, (iii) it is sent only to other classmates or school staff members, and (iv) it is sent during classroom hours.
- d) Students shall not record any portion of a videoconferencing session without prior written approval from teacher or school administration.
- e) Students shall not save, share, post or distribute in any way any part of a videoconferencing session or any photos or audio recording from a videoconferencing session without prior written approval from teacher or school administration.
- f) All sessions must be set up solely by school personnel and communicated to students and/or parents privately and not through any public domain.
- g) Classroom and school rules apply to all remote learning experiences.

**The following guidelines must be adhered to by students using a personally-owned telecommunication device at school or with the System whether on or off school property:**

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

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

**Students have no expectation of privacy with respect to use of the System whether on or off school property and whether the devices are school or personally owned. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.**

**All computers, chromebooks, devices, laptops, Chromebooks, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.**

**Consequences for Violation:** Students have the responsibility to use the System in an appropriate manner which complies with all school policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the handbook acknowledgment form. The signed form must be on file at the School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student. Upon its discretion, the school reserves the right to request student/parent complete additional forms prior to the distribution of any electronic devices.

## Lakewood Catholic Academy COVID-19 Waiver

### 2021-2022 SCHOOL YEAR

Dear Parents, Guardians, and Students,

In order to reduce the risk of exposure to COVID-19 and to help prevent its spread, the following policy will be in place during the 2021-2022 school year or until further notice. Please read this policy carefully and sign at the end to acknowledge that you have read and understand what is being expected of you and that you understand and assume the risks related to COVID-19 and attending school. This policy is subject to change as circumstances change.

1. **Consider Vaccination for Eligible Children.** Parents are strongly encouraged to consider having their eligible children vaccinated when recommended by the child's health care provider.
2. **Daily Health Check at Home.** Prior to coming to school each and every day, parents shall conduct a health check of their child, including, but not limited to, temperature taking, to assess whether the child is experiencing symptoms of COVID-19. Symptoms include:
 

|   |   |
|---|---|
| <ol style="list-style-type: none"> <li>i. Fever of over 100 °F</li> <li>ii. Chills</li> <li>iii. Cough</li> <li>iv. Shortness of breath or difficulty breathing</li> <li>v. Fatigue</li> <li>vi. Muscle or body aches</li> <li>vii. Headache</li> </ol> | <ol style="list-style-type: none"> <li>viii. New loss of taste or smell</li> <li>ix. Sore throat</li> <li>x. Congestion or runny nose</li> <li>xi. Nausea or vomiting</li> <li>xii. Diarrhea</li> <li>xiii. Repeated shaking with chills</li> </ol> |
|---|---|

For up to date information about COVID-19 symptoms and for an interactive symptom checker/self-assessment tool, parents and guardians should visit the website of the Center for Disease Control ("CDC") at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

3. **Students Experiencing Illness.** If a student has a fever of greater than 100°F or exhibits any one or more of the symptoms of COVID-19 (not including anything that the school administration reasonably believes to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or sneezing), they may not come to school and the school must be notified. If a student becomes ill while at school, they may not remain at school and must be picked up and taken home at the earliest opportunity. Any student who has a suspected or confirmed case of COVID-19 may not return to school until such student meets the local county health authority's criteria for returning to school.
4. **Students Exposed to COVID-19.** If a student is exposed to COVID-19, the parent must notify the school and the student will be expected to follow all guidance of the local county health authorities.
5. **Hygiene.** Students are expected to cover all coughs and sneezes with either a tissue or their elbow. Students are expected to wash their hands frequently for at least 20 seconds, including if their hands are dirty, before and after eating, after using the restroom, at other appropriate times (e.g., after blowing their nose/coughing/sneezing, and after touching garbage), and as otherwise instructed. Hand sanitizer, provided by the school at various places around the school, should be used by students to supplement hand washing, including when entering the school or entering or exiting a classroom. Parents and guardians should discuss hygiene and handwashing with their child. For instructions and information about hand washing and sanitizing, parents and guardians should visit the CDC website at <https://www.cdc.gov/healthyschools/bam/child-development/how-to-wash-hands.htm>.
6. **Social Distancing.** To the extent reasonably possible and when instructed, students must practice social distancing by maintaining at least 3 feet of space between students while inside.



7. **Face Masks and Coverings.** Until further notice, students will be required to wear face masks or coverings while at school. To be effective, face masks should cover the nose, mouth, and chin of the student and should be made of cloth. Parents and guardians are expected to talk with their child about the importance of wearing masks and to instruct the child on the proper wearing of a mask.

### **COVID-19 POLICY ACKNOWLEDGEMENT AND ASSUMPTION OF RISK**

We, the parent(s) and student(s), acknowledge and agree that, as a student/students at Lakewood Catholic Academy ("School") and as parent(s) of that student, entering the school or being on the School's premises, having personal contact with teachers, classmates, and other School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any School function. The same is true for parent(s) of a student at the School.

By signing the handbook agreement form, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School functions at the School is the choice of each family, including ours. If student or parent(s) who visit the School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the School, attend any School function, or visit the School. Moreover, we acknowledge that while adherence to safety and precautionary measures outlined in this policy may reduce possible exposure to and risk of contracting a communicable disease, the possibility of contracting a disease, including those that could cause serious illness and death, remains despite all efforts to reduce that risk. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School or any School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the School, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of communicable diseases such as COVID-19. Specifically, we agree to comply with this policy and all other School rules and requirements relating to communicable diseases such as COVID-19, including rules relating to whether or under what circumstances students, parents, and family members may come to the School or attend School events.



# Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger

UNITED STATES  
2021

## Vaccines in the Child and Adolescent Immunization Schedule\*

| Vaccines   | Abbreviations   | Trade names                        |
|--|---|------------------------------------|
| Diphtheria, tetanus, and acellular pertussis vaccine   | <b>DTaP</b>   | Daptacel®<br>Infanrix®             |
| Diphtheria, tetanus vaccine  | <b>DT</b>   | No trade name                      |
| <i>Haemophilus influenzae</i> type b vaccine   | <b>Hib (PRP-T)</b><br><b>Hib (PRP-OMP)</b>                  | ActHIB®<br>Hiberix®<br>PedvaxHIB®  |
| Hepatitis A vaccine  | <b>HepA</b>   | Havrix®<br>Vaqta®                  |
| Hepatitis B vaccine  | <b>HepB</b>   | Engerix-B®<br>Recombivax HB®       |
| Human papillomavirus vaccine   | <b>HPV</b>  | Gardasil 9®                        |
| Influenza vaccine (inactivated)  | <b>IIV</b>  | Multiple                           |
| Influenza vaccine (live, attenuated)   | <b>LAIV4</b>  | FluMist® Quadrivalent              |
| Measles, mumps, and rubella vaccine  | <b>MMR</b>  | M-M-R II®                          |
| Meningococcal serogroups A, C, W, Y vaccine  | <b>MenACWY-D</b><br><b>MenACWY-CRM</b><br><b>MenACWY-TT</b> | Menactra®<br>Menveo®<br>MenQuadfi® |
| Meningococcal serogroup B vaccine  | <b>MenB-4C</b><br><b>MenB-FHbp</b>                          | Bexsero®<br>Trumenba®              |
| Pneumococcal 13-valent conjugate vaccine   | <b>PCV13</b>  | Prevnar 13®                        |
| Pneumococcal 23-valent polysaccharide vaccine  | <b>PPSV23</b>   | Pneumovax 23®                      |
| Poliovirus vaccine (inactivated)   | <b>IPV</b>  | IPOL®                              |
| Rotavirus vaccine  | <b>RV1</b><br><b>RV5</b>                                    | Rotarix®<br>RotaTeq®               |
| Tetanus, diphtheria, and acellular pertussis vaccine   | <b>Tdap</b>   | Adacel®<br>Boostrix®               |
| Tetanus and diphtheria vaccine   | <b>Td</b>   | Tenivac®<br>Tdvax™                 |
| Varicella vaccine  | <b>VAR</b>  | Varivax®                           |
| <b>Combination vaccines (use combination vaccines instead of separate injections when appropriate)</b> |   |                                    |
| DTaP, hepatitis B, and inactivated poliovirus vaccine  | <b>DTaP-HepB-IPV</b>  | Pediarix®                          |
| DTaP, inactivated poliovirus, and <i>Haemophilus influenzae</i> type b vaccine                         | <b>DTaP-IPV/Hib</b>   | Pentacel®                          |
| DTaP and inactivated poliovirus vaccine  | <b>DTaP-IPV</b>   | Kinrix®<br>Quadacel®               |
| DTaP, inactivated poliovirus, <i>Haemophilus influenzae</i> type b, and hepatitis B vaccine            | <b>DTaP-IPV-Hib-HepB</b>                                    | Vaxelis®                           |
| Measles, mumps, rubella, and varicella vaccine   | <b>MMRV</b>   | ProQuad®                           |

\*Administer recommended vaccines if immunization history is incomplete or unknown. Do not restart or add doses to vaccine series for extended intervals between doses. When a vaccine is not administered at the recommended age, administer at a subsequent visit. The use of trade names is for identification purposes only and does not imply endorsement by the ACIP or CDC.

## How to use the child/adolescent immunization schedule

1

Determine recommended vaccine by age (**Table 1**)

2

Determine recommended interval for catch-up vaccination (**Table 2**)

3

Assess need for additional recommended vaccines by medical condition and other indications (**Table 3**)

4

Review vaccine types, frequencies, intervals, and considerations for special situations (**Notes**)

Recommended by the Advisory Committee on Immunization Practices ([www.cdc.gov/vaccines/acip](http://www.cdc.gov/vaccines/acip)) and approved by the Centers for Disease Control and Prevention ([www.cdc.gov](http://www.cdc.gov)), American Academy of Pediatrics ([www.aap.org](http://www.aap.org)), American Academy of Family Physicians ([www.aafp.org](http://www.aafp.org)), American College of Obstetricians and Gynecologists ([www.acog.org](http://www.acog.org)), American College of Nurse-Midwives ([www.midwife.org](http://www.midwife.org)), American Academy of Physician Assistants ([www.aapa.org](http://www.aapa.org)), and National Association of Pediatric Nurse Practitioners ([www.napnap.org](http://www.napnap.org)).

## Report

- Suspected cases of reportable vaccine-preventable diseases or outbreaks to your state or local health department
- Clinically significant adverse events to the Vaccine Adverse Event Reporting System (VAERS) at [www.vaers.hhs.gov](http://www.vaers.hhs.gov) or 800-822-7967



Download the CDC Vaccine Schedules App for providers at [www.cdc.gov/vaccines/schedules/hcp/schedule-app.html](http://www.cdc.gov/vaccines/schedules/hcp/schedule-app.html).

## Helpful information

- Complete ACIP recommendations: [www.cdc.gov/vaccines/hcp/acip-recs/index.html](http://www.cdc.gov/vaccines/hcp/acip-recs/index.html)
- General Best Practice Guidelines for Immunization: [www.cdc.gov/vaccines/hcp/acip-recs/general-recs/index.html](http://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/index.html)
- Outbreak information (including case identification and outbreak response), see Manual for the Surveillance of Vaccine-Preventable Diseases: [www.cdc.gov/vaccines/pubs/surv-manual](http://www.cdc.gov/vaccines/pubs/surv-manual)
- ACIP Shared Clinical Decision-Making Recommendations [www.cdc.gov/vaccines/acip/acip-scdm-faqs.html](http://www.cdc.gov/vaccines/acip/acip-scdm-faqs.html)



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

# Table 1

## Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger, United States, 2021

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

| Vaccine  | Birth                | 1 mo                               | 2 mos                | 4 mos                | 6 mos                              | 9 mos | 12 mos   | 15 mos | 18 mos                             | 19–23 mos | 2–3 yrs   | 4–6 yrs                         | 7–10 yrs | 11–12 yrs                      | 13–15 yrs | 16 yrs               | 17–18 yrs |
|--|----------------------|------------------------------------|----------------------|----------------------|------------------------------------|-------|--|--------|------------------------------------|-----------|-----------|---------------------------------|----------|--------------------------------|-----------|----------------------|-----------|
| Hepatitis B (HepB)   | 1 <sup>st</sup> dose | ←----- 2 <sup>nd</sup> dose -----▶ |                      |                      | ←----- 3 <sup>rd</sup> dose -----▶ |       |  |        |                                    |           |           |                                 |          |                                |           |                      |           |
| Rotavirus (RV): RV1 (2-dose series), RV5 (3-dose series)                 |                      |                                    | 1 <sup>st</sup> dose | 2 <sup>nd</sup> dose | See Notes                          |       |  |        |                                    |           |           |                                 |          |                                |           |                      |           |
| Diphtheria, tetanus, acellular pertussis (DTaP <7 yrs)                   |                      |                                    | 1 <sup>st</sup> dose | 2 <sup>nd</sup> dose | 3 <sup>rd</sup> dose               |       |  |        | ←----- 4 <sup>th</sup> dose -----▶ |           |           | 5 <sup>th</sup> dose            |          |                                |           |                      |           |
| Haemophilus influenzae type b (Hib)                                      |                      |                                    | 1 <sup>st</sup> dose | 2 <sup>nd</sup> dose | See Notes                          |       | ◀ 3 <sup>rd</sup> or 4 <sup>th</sup> dose, See Notes ▶ |        |                                    |           |           |                                 |          |                                |           |                      |           |
| Pneumococcal conjugate (PCV13)   |                      |                                    | 1 <sup>st</sup> dose | 2 <sup>nd</sup> dose | 3 <sup>rd</sup> dose               |       | ←----- 4 <sup>th</sup> dose -----▶                     |        |                                    |           |           |                                 |          |                                |           |                      |           |
| Inactivated poliovirus (IPV <18 yrs)                                     |                      |                                    | 1 <sup>st</sup> dose | 2 <sup>nd</sup> dose | ←----- 3 <sup>rd</sup> dose -----▶ |       |  |        |                                    |           |           | 4 <sup>th</sup> dose            |          |                                |           |                      |           |
| Influenza (IIV)  |                      |                                    |                      |                      | Annual vaccination 1 or 2 doses    |       |  |        |                                    |           |           |                                 |          | Annual vaccination 1 dose only |           |                      |           |
| or   |                      |                                    |                      |                      |                                    |       |  |        |                                    |           |           |                                 |          |                                |           |                      |           |
| Influenza (LAIV4)  |                      |                                    |                      |                      |                                    |       |  |        |                                    |           |           | Annual vaccination 1 or 2 doses |          | Annual vaccination 1 dose only |           |                      |           |
| Measles, mumps, rubella (MMR)  |                      |                                    |                      |                      | See Notes                          |       | ←----- 1 <sup>st</sup> dose -----▶                     |        |                                    |           |           | 2 <sup>nd</sup> dose            |          |                                |           |                      |           |
| Varicella (VAR)  |                      |                                    |                      |                      |                                    |       | ←----- 1 <sup>st</sup> dose -----▶                     |        |                                    |           |           | 2 <sup>nd</sup> dose            |          |                                |           |                      |           |
| Hepatitis A (HepA)   |                      |                                    |                      |                      | See Notes                          |       | 2-dose series, See Notes                               |        |                                    |           |           |                                 |          |                                |           |                      |           |
| Tetanus, diphtheria, acellular pertussis (Tdap ≥7 yrs)                   |                      |                                    |                      |                      |                                    |       |  |        |                                    |           |           |                                 |          | Tdap                           |           |                      |           |
| Human papillomavirus (HPV)   |                      |                                    |                      |                      |                                    |       |  |        |                                    |           |           |                                 |          | *                              | See Notes |                      |           |
| Meningococcal (MenACWY-D ≥9 mos, MenACWY-CRM ≥2 mos, MenACWY-TT ≥2years) |                      |                                    | See Notes            |                      |                                    |       |  |        |                                    |           |           |                                 |          | 1 <sup>st</sup> dose           |           | 2 <sup>nd</sup> dose |           |
| Meningococcal B  |                      |                                    |                      |                      |                                    |       |  |        |                                    |           |           |                                 |          | See Notes                      |           |                      |           |
| Pneumococcal polysaccharide (PPSV23)                                     |                      |                                    |                      |                      |                                    |       |  |        |                                    |           | See Notes |                                 |          |                                |           |                      |           |

Range of recommended ages for all children
Range of recommended ages for catch-up immunization
Range of recommended ages for certain high-risk groups
Recommended based on shared clinical decision-making or  
\*can be used in this age group
No recommendation/ not applicable

# Table 2

## Recommended Catch-up Immunization Schedule for Children and Adolescents Who Start Late or Who Are More than 1 month Behind, United States, 2021


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







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

# Table 3

## Recommended Child and Adolescent Immunization Schedule by Medical Indication, United States, 2021

Always use this table in conjunction with Table 1 and the notes that follow.

| VACCINE  | INDICATION |  |   |   |   |                                       |                              |  |                       |          |
|--|------------|--|---|---|---|---------------------------------------|------------------------------|--|-----------------------|----------|
|  | Pregnancy  | Immunocompromised status (excluding HIV infection) | HIV infection CD4+ count <sup>1</sup>                 |   | Kidney failure, end-stage renal disease, or on hemodialysis | Heart disease or chronic lung disease | CSF leak or cochlear implant | Asplenia or persistent complement component deficiencies | Chronic liver disease | Diabetes |
|  |            |  | <15% and total CD4 cell count of <200/mm <sup>3</sup> | ≥15% and total CD4 cell count of ≥200/mm <sup>3</sup> |   |                                       |                              |  |                       |          |
| Hepatitis B  |            |  |   |   |   |                                       |                              |  |                       |          |
| Rotavirus  |            | SCID <sup>2</sup>                                  |   |   |   |                                       |                              |  |                       |          |
| Diphtheria, tetanus, and acellular pertussis (DTaP)  |            |  |   |   |   |                                       |                              |  |                       |          |
| <i>Haemophilus influenzae</i> type b   |            |  |   |   |   |                                       |                              |  |                       |          |
| Pneumococcal conjugate   |            |  |   |   |   |                                       |                              |  |                       |          |
| Inactivated poliovirus   |            |  |   |   |   |                                       |                              |  |                       |          |
| Influenza (IIV)  |            |  |   |   |   |                                       |                              |  |                       |          |
|  Influenza (LAIV4) |            |  |   |   |   | Asthma, wheezing: 2–4yrs <sup>3</sup> |                              |  |                       |          |
| Measles, mumps, rubella  | *          |  |   |   |   |                                       |                              |  |                       |          |
| Varicella  | *          |  |   |   |   |                                       |                              |  |                       |          |
| Hepatitis A  |            |  |   |   |   |                                       |                              |  |                       |          |
| Tetanus, diphtheria, and acellular pertussis (Tdap)  |            |  |   |   |   |                                       |                              |  |                       |          |
| Human papillomavirus   | *          |  |   |   |   |                                       |                              |  |                       |          |
| Meningococcal ACWY   |            |  |   |   |   |                                       |                              |  |                       |          |
| Meningococcal B  |            |  |   |   |   |                                       |                              |  |                       |          |
| Pneumococcal polysaccharide  |            |  |   |   |   |                                       |                              |  |                       |          |

 Vaccination according to the routine schedule recommended
  Recommended for persons with an additional risk factor for which the vaccine would be indicated
  Vaccination is recommended, and additional doses may be necessary based on medical condition. See Notes.
  Not recommended/contraindicated—vaccine should not be administered.
  Precaution—vaccine might be indicated if benefit of protection outweighs risk of adverse reaction
  No recommendation/not applicable

\*Vaccinate after pregnancy.

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

2 Severe Combined Immunodeficiency

3 LAIV4 contraindicated for children 2–4 years of age with asthma or wheezing during the preceding 12 months

# Notes

## Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger, United States, 2021

For vaccination recommendations for persons ages 19 years or older, see the Recommended Adult Immunization Schedule, 2021.

### Additional information

#### COVID-19 Vaccination

ACIP recommends use of COVID-19 vaccines within the scope of the Emergency Use Authorization or Biologics License Application for the particular vaccine. Interim ACIP recommendations for the use of COVID-19 vaccines can be found at [www.cdc.gov/vaccines/hcp/acip-recs/](http://www.cdc.gov/vaccines/hcp/acip-recs/).

- Consult relevant ACIP statements for detailed recommendations at [www.cdc.gov/vaccines/hcp/acip-recs/index.html](http://www.cdc.gov/vaccines/hcp/acip-recs/index.html).
- For information on contraindications and precautions for the use of a vaccine, consult the *General Best Practice Guidelines for Immunization* at [www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html](http://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html) and relevant ACIP statements at [www.cdc.gov/vaccines/hcp/acip-recs/index.html](http://www.cdc.gov/vaccines/hcp/acip-recs/index.html).
- For calculating intervals between doses, 4 weeks = 28 days. Intervals of  $\geq 4$  months are determined by calendar months.
- Within a number range (e.g., 12–18), a dash (–) should be read as “through.”
- Vaccine doses administered  $\leq 4$  days before the minimum age or interval are considered valid. Doses of any vaccine administered  $\geq 5$  days earlier than the minimum age or minimum interval should not be counted as valid and should be repeated as age appropriate. **The repeat dose should be spaced after the invalid dose by the recommended minimum interval.** For further details, see Table 3-1, Recommended and minimum ages and intervals between vaccine doses, in *General Best Practice Guidelines for Immunization* at [www.cdc.gov/vaccines/hcp/acip-recs/general-recs/timing.html](http://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/timing.html).
- Information on travel vaccination requirements and recommendations is available at [www.cdc.gov/travel/](http://www.cdc.gov/travel/).
- For vaccination of persons with immunodeficiencies, see Table 8-1, Vaccination of persons with primary and secondary immunodeficiencies, in *General Best Practice Guidelines for Immunization* at [www.cdc.gov/vaccines/hcp/acip-recs/general-recs/immunocompetence.html](http://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/immunocompetence.html), and Immunization in Special Clinical Circumstances (In: Kimberlin DW, Brady MT, Jackson MA, Long SS, eds. *Red Book: 2018 Report of the Committee on Infectious Diseases*. 31<sup>st</sup> ed. Itasca, IL: American Academy of Pediatrics; 2018:67–111).
- For information about vaccination in the setting of a vaccine-preventable disease outbreak, contact your state or local health department.
- The National Vaccine Injury Compensation Program (VICP) is a no-fault alternative to the traditional legal system for resolving vaccine injury claims. All routine child and adolescent vaccines are covered by VICP except for pneumococcal polysaccharide vaccine (PPSV23). For more information, see [www.hrsa.gov/vaccinecompensation/index.html](http://www.hrsa.gov/vaccinecompensation/index.html).

### Diphtheria, tetanus, and pertussis (DTaP) vaccination (minimum age: 6 weeks [4 years for Kinrix or Quadacel])

#### Routine vaccination

- 5-dose series at 2, 4, 6, 15–18 months, 4–6 years
  - Prospectively:** Dose 4 may be administered as early as age 12 months if at least 6 months have elapsed since dose 3.
  - Retrospectively:** A 4<sup>th</sup> dose that was inadvertently administered as early as age 12 months may be counted if at least 4 months have elapsed since dose 3.

#### Catch-up vaccination

- Dose 5 is not necessary if dose 4 was administered at age 4 years or older and at least 6 months after dose 3.
- For other catch-up guidance, see Table 2.

#### Special situations

- Wound management in children less than age 7 years with history of 3 or more doses of tetanus-toxoid-containing vaccine: For all wounds except clean and minor wounds, administer DTaP if more than 5 years since last dose of tetanus-toxoid-containing vaccine. For detailed information, see [www.cdc.gov/mmwr/volumes/67/rr/rr6702a1.htm](http://www.cdc.gov/mmwr/volumes/67/rr/rr6702a1.htm).

### Haemophilus influenzae type b vaccination (minimum age: 6 weeks)

#### Routine vaccination

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

#### Catch-up vaccination

- Dose 1 at age 7–11 months:** Administer dose 2 at least 4 weeks later and dose 3 (final dose) at age 12–15 months or 8 weeks after dose 2 (whichever is later).
- Dose 1 at age 12–14 months:** Administer dose 2 (final dose) at least 8 weeks after dose 1.
- Dose 1 before age 12 months and dose 2 before age 15 months:** Administer dose 3 (final dose) 8 weeks after dose 2.
- 2 doses of PedvaxHIB before age 12 months:** Administer dose 3 (final dose) at 12–59 months and at least 8 weeks after dose 2.
- 1 dose administered at age 15 months or older:** No further doses needed
- Unvaccinated at age 15–59 months:** Administer 1 dose.
- Previously unvaccinated children age 60 months or older who are not considered high risk:** Do not require catch-up vaccination
- For other catch-up guidance, see Table 2.

### Special situations

#### Chemotherapy or radiation treatment:

12–59 months

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

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

#### Hematopoietic stem cell transplant (HSCT):

- 3-dose series 4 weeks apart starting 6 to 12 months after successful transplant, regardless of Hib vaccination history

#### Anatomic or functional asplenia (including sickle cell disease):

12–59 months

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

Unvaccinated\* persons age 5 years or older

- 1 dose

#### Elective splenectomy:

Unvaccinated\* persons age 15 months or older

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

#### HIV infection:

12–59 months

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

Unvaccinated\* persons age 5–18 years

- 1 dose

#### Immunoglobulin deficiency, early component complement deficiency:

12–59 months

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

\*Unvaccinated = Less than routine series (through age 14 months) OR no doses (age 15 months or older)



**Hepatitis A vaccination**

(minimum age: 12 months for routine vaccination)

**Routine vaccination**

- 2-dose series (minimum interval: 6 months) beginning at age 12 months

**Catch-up vaccination**

- Unvaccinated persons through age 18 years should complete a 2-dose series (minimum interval: 6 months).
- Persons who previously received 1 dose at age 12 months or older should receive dose 2 at least 6 months after dose 1.
- Adolescents age 18 years or older may receive the combined HepA and HepB vaccine, **Twinrix**<sup>®</sup>, as a 3-dose series (0, 1, and 6 months) or 4-dose series (3 doses at 0, 7, and 21–30 days, followed by a booster dose at 12 months).

**International travel**

- Persons traveling to or working in countries with high or intermediate endemic hepatitis A ([www.cdc.gov/travel/](http://www.cdc.gov/travel/)):
  - **Infants age 6–11 months:** 1 dose before departure; revaccinate with 2 doses, separated by at least 6 months, between age 12–23 months.
  - **Unvaccinated age 12 months or older:** Administer dose 1 as soon as travel is considered.

**Hepatitis B vaccination**

(minimum age: birth)

**Birth dose (monovalent HepB vaccine only)**

- **Mother is HBsAg-negative:** 1 dose within 24 hours of birth for all medically stable infants  $\geq 2,000$  grams. Infants  $< 2,000$  grams: Administer 1 dose at chronological age 1 month or hospital discharge (whichever is earlier and even if weight is still  $< 2,000$  grams).
- **Mother is HBsAg-positive:**
  - Administer **HepB vaccine** and **hepatitis B immune globulin (HBIG)** (in separate limbs) within 12 hours of birth, regardless of birth weight. For infants  $< 2,000$  grams, administer 3 additional doses of vaccine (total of 4 doses) beginning at age 1 month.
  - Test for HBsAg and anti-HBs at age 9–12 months. If HepB series is delayed, test 1–2 months after final dose.
- **Mother's HBsAg status is unknown:**
  - Administer **HepB vaccine** within 12 hours of birth, regardless of birth weight.
  - For infants  $< 2,000$  grams, administer **HBIG** in addition to HepB vaccine (in separate limbs) within 12 hours of birth. Administer 3 additional doses of vaccine (total of 4 doses) beginning at age 1 month.
  - Determine mother's HBsAg status as soon as possible. If mother is HBsAg-positive, administer **HBIG** to infants  $\geq 2,000$  grams as soon as possible, but no later than 7 days of age.

**Routine series**

- 3-dose series at 0, 1–2, 6–18 months (use monovalent HepB vaccine for doses administered before age 6 weeks)
- Infants who did not receive a birth dose should begin the series as soon as feasible (see Table 2).
- Administration of **4 doses** is permitted when a combination vaccine containing HepB is used after the birth dose.

- **Minimum age** for the final (3<sup>rd</sup> or 4<sup>th</sup>) dose: 24 weeks
- **Minimum intervals:** dose 1 to dose 2: 4 weeks / dose 2 to dose 3: 8 weeks / dose 1 to dose 3: 16 weeks (when 4 doses are administered, substitute "dose 4" for "dose 3" in these calculations)

**Catch-up vaccination**

- Unvaccinated persons should complete a 3-dose series at 0, 1–2, 6 months.
- Adolescents age 11–15 years may use an alternative 2-dose schedule with at least 4 months between doses (adult formulation **Recombivax HB** only).
- Adolescents age 18 years or older may receive a 2-dose series of HepB (**Heplisav-B**<sup>®</sup>) at least 4 weeks apart.
- Adolescents age 18 years or older may receive the combined HepA and HepB vaccine, **Twinrix**, as a 3-dose series (0, 1, and 6 months) or 4-dose series (3 doses at 0, 7, and 21–30 days, followed by a booster dose at 12 months).
- For other catch-up guidance, see Table 2.

**Special situations**

- Revaccination is not generally recommended for persons with a normal immune status who were vaccinated as infants, children, adolescents, or adults.
- **Revaccination** may be recommended for certain populations, including:
  - **Infants born to HBsAg-positive mothers**
  - **Hemodialysis patients**
  - **Other immunocompromised persons**
- For detailed revaccination recommendations, see [www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/hepb.html](http://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/hepb.html).

**Human papillomavirus vaccination**

(minimum age: 9 years)

**Routine and catch-up vaccination**

- HPV vaccination routinely recommended at **age 11–12 years (can start at age 9 years)** and catch-up HPV vaccination recommended for all persons through age 18 years if not adequately vaccinated
- 2- or 3-dose series depending on age at initial vaccination:
  - **Age 9–14 years at initial vaccination:** 2-dose series at 0, 6–12 months (minimum interval: 5 months; repeat dose if administered too soon)
  - **Age 15 years or older at initial vaccination:** 3-dose series at 0, 1–2 months, 6 months (minimum intervals: dose 1 to dose 2: 4 weeks / dose 2 to dose 3: 12 weeks / dose 1 to dose 3: 5 months; repeat dose if administered too soon)
- **Interrupted schedules:** If vaccination schedule is interrupted, the series does not need to be restarted.
- No additional dose recommended after completing series with recommended dosing intervals using any HPV vaccine.

**Special situations**

- **Immunocompromising conditions, including HIV infection:** 3-dose series as above
- **History of sexual abuse or assault:** Start at age 9 years.
- **Pregnancy:** HPV vaccination not recommended until after pregnancy; no intervention needed if vaccinated while pregnant; pregnancy testing not needed before vaccination

**Influenza vaccination**

(minimum age: 6 months [IIV], 2 years [LAIV4], 18 years [recombinant influenza vaccine, RIV4])

**Routine vaccination**

- Use any influenza vaccine appropriate for age and health status annually:
  - 2 doses, separated by at least 4 weeks, for **children age 6 months–8 years** who have received fewer than 2 influenza vaccine doses before July 1, 2020, or whose influenza vaccination history is unknown (administer dose 2 even if the child turns 9 between receipt of dose 1 and dose 2)
  - 1 dose for **children age 6 months–8 years** who have received at least 2 influenza vaccine doses before July 1, 2020
  - 1 dose for **all persons age 9 years or older**
- For the 2021–22 season, see the 2021–22 ACIP influenza vaccine recommendations.

**Special situations**

- **Egg allergy, hives only:** Any influenza vaccine appropriate for age and health status annually
- **Egg allergy with symptoms other than hives** (e.g., angioedema, respiratory distress, need for emergency medical services or epinephrine): Any influenza vaccine appropriate for age and health status annually. If using an influenza vaccine other than Flublok or Flucelvax, administer in medical setting under supervision of health care provider who can recognize and manage severe allergic reactions.
- Severe allergic reactions to vaccines can occur even in the absence of a history of previous allergic reaction. All vaccination providers should be familiar with the office emergency plan and certified in cardiopulmonary resuscitation.
- A previous severe allergic reaction to influenza vaccine is a contraindication to future receipt of any influenza vaccine.
- **LAIV4 should not be used** in persons with the following conditions or situations:
  - History of severe allergic reaction to a previous dose of any influenza vaccine or to any vaccine component (excluding egg, see details above)
  - Receiving aspirin or salicylate-containing medications
  - Age 2–4 years with history of asthma or wheezing
  - Immunocompromised due to any cause (including medications and HIV infection)
  - Anatomic or functional asplenia
  - Close contacts or caregivers of severely immunosuppressed persons who require a protected environment
  - Pregnancy
  - Cochlear implant
  - Cerebrospinal fluid-opharyngeal communication
  - Children less than age 2 years
  - Received influenza antiviral medications oseltamivir or zanamivir within the previous 48 hours, peramivir within the previous 5 days, or baloxavir within the previous 17 days



# Notes

## Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger, United States, 2021

### Measles, mumps, and rubella vaccination (minimum age: 12 months for routine vaccination)

#### Routine vaccination

- 2-dose series at 12–15 months, 4–6 years
- Dose 2 may be administered as early as 4 weeks after dose 1.

#### Catch-up vaccination

- Unvaccinated children and adolescents: 2-dose series at least 4 weeks apart
- The maximum age for use of MMRV is 12 years.

#### Special situations

##### International travel

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

### Meningococcal serogroup A,C,W,Y vaccination (minimum age: 2 months [MenACWY-CRM, Menveo], 9 months [MenACWY-D, Menactra], 2 years [MenACWY-TT, MenQuadfi])

#### Routine vaccination

- 2-dose series at 11–12 years, 16 years

#### Catch-up vaccination

- Age 13–15 years: 1 dose now and booster at age 16–18 years (minimum interval: 8 weeks)
- Age 16–18 years: 1 dose

#### Special situations

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

- **Menveo**
  - Dose 1 at age 8 weeks: 4-dose series at 2, 4, 6, 12 months
  - Dose 1 at age 3–6 months: 3- or 4- dose series (dose 2 [and dose 3 if applicable] at least 8 weeks after previous dose until a dose is received at age 7 months or older, followed by an additional dose at least 12 weeks later and after age 12 months)
  - Dose 1 at age 7–23 months: 2-dose series (dose 2 at least 12 weeks after dose 1 and after age 12 months)
  - Dose 1 at age 24 months or older: 2-dose series at least 8 weeks apart
- **Menactra**
  - **Persistent complement component deficiency or complement inhibitor use:**
    - Age 9–23 months: 2-dose series at least 12 weeks apart
    - Age 24 months or older: 2-dose series at least 8 weeks apart
  - **Anatomic or functional asplenia, sickle cell disease, or HIV infection:**
    - Age 9–23 months: Not recommended
    - Age 24 months or older: 2-dose series at least 8 weeks apart
  - **Menactra** must be administered at least 4 weeks after completion of PCV13 series.

#### • MenQuadfi

- Dose 1 at age 24 months or older: 2-dose series at least 8 weeks apart

**Travel in countries with hyperendemic or epidemic meningococcal disease, including countries in the African meningitis belt or during the Hajj ([www.cdc.gov/travel/](http://www.cdc.gov/travel/)):**

- Children less than age 24 months:
  - **Menveo (age 2–23 months)**
    - Dose 1 at age 8 weeks: 4-dose series at 2, 4, 6, 12 months
    - Dose 1 at age 3–6 months: 3- or 4- dose series (dose 2 [and dose 3 if applicable] at least 8 weeks after previous dose until a dose is received at age 7 months or older, followed by an additional dose at least 12 weeks later and after age 12 months)
    - Dose 1 at age 7–23 months: 2-dose series (dose 2 at least 12 weeks after dose 1 and after age 12 months)
  - **Menactra (age 9–23 months)**
    - 2-dose series (dose 2 at least 12 weeks after dose 1; dose 2 may be administered as early as 8 weeks after dose 1 in travelers)
- Children age 2 years or older: 1 dose Menveo, Menactra, or MenQuadfi

**First-year college students who live in residential housing (if not previously vaccinated at age 16 years or older) or military recruits:**

- 1 dose **Menveo, Menactra, or MenQuadfi**
- Adolescent vaccination of children who received MenACWY prior to age 10 years:**
- **Children for whom boosters are recommended** because of an ongoing increased risk of meningococcal disease (e.g., those with complement deficiency, HIV, or asplenia): Follow the booster schedule for persons at increased risk.
  - **Children for whom boosters are not recommended** (e.g., a healthy child who received a single dose for travel to a country where meningococcal disease is endemic): Administer MenACWY according to the recommended adolescent schedule with dose 1 at age 11–12 years and dose 2 at age 16 years.

**Note:** Menactra should be administered either before or at the same time as DTaP. For MenACWY **booster dose recommendations** for groups listed under “Special situations” and in an outbreak setting and additional meningococcal vaccination information, see [www.cdc.gov/mmwr/volumes/69/rr/rr6909a1.htm](http://www.cdc.gov/mmwr/volumes/69/rr/rr6909a1.htm).

### Meningococcal serogroup B vaccination (minimum age: 10 years [MenB-4C, Bexsero; MenB-FHbp, Trumenba])

#### Shared clinical decision-making

- **Adolescents not at increased risk** age 16–23 years (preferred age 16–18 years) based on shared clinical decision-making:
  - **Bexsero:** 2-dose series at least 1 month apart
  - **Trumenba:** 2-dose series at least 6 months apart; if dose 2 is administered earlier than 6 months, administer a 3<sup>rd</sup> dose at least 4 months after dose 2.

#### Special situations

**Anatomic or functional asplenia (including sickle cell disease), persistent complement component deficiency, complement inhibitor (e.g., eculizumab, ravulizumab) use:**

- **Bexsero:** 2-dose series at least 1 month apart
  - **Trumenba:** 3-dose series at 0, 1–2, 6 months
- Bexsero and Trumenba** are not interchangeable; the same product should be used for all doses in a series. For MenB **booster dose recommendations** for groups listed under “Special situations” and in an outbreak setting and additional meningococcal vaccination information, see [www.cdc.gov/mmwr/volumes/69/rr/rr6909a1.htm](http://www.cdc.gov/mmwr/volumes/69/rr/rr6909a1.htm).

#### Pneumococcal vaccination

(minimum age: 6 weeks [PCV13], 2 years [PPSV23])

#### Routine vaccination with PCV13

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

#### Catch-up vaccination with PCV13

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

#### Special situations

**Underlying conditions below: When both PCV13 and PPSV23 are indicated, administer PCV13 first. PCV13 and PPSV23 should not be administered during same visit.**

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

##### Age 2–5 years

- Any incomplete\* series with:
  - 3 PCV13 doses: 1 dose PCV13 (at least 8 weeks after any prior PCV13 dose)
  - Less than 3 PCV13 doses: 2 doses PCV13 (8 weeks after the most recent dose and administered 8 weeks apart)
- No history of PPSV23: 1 dose PPSV23 (at least 8 weeks after completing all recommended PCV13 doses)

##### Age 6–18 years

- No history of PPSV23: 1 dose PPSV23 (at least 8 weeks after completing all recommended PCV13 doses)

**Cerebrospinal fluid leak, cochlear implant:**

##### Age 2–5 years

- Any incomplete\* series with:
  - 3 PCV13 doses: 1 dose PCV13 (at least 8 weeks after any prior PCV13 dose)
  - Less than 3 PCV13 doses: 2 doses PCV13 (8 weeks after the most recent dose and administered 8 weeks apart)
- No history of PPSV23: 1 dose PPSV23 (at least 8 weeks after any prior PCV13 dose)

##### Age 6–18 years

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

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

#### Age 2–5 years

- Any incomplete\* series with:
  - 3 PCV13 doses: 1 dose PCV13 (at least 8 weeks after any prior PCV13 dose)
  - Less than 3 PCV13 doses: 2 doses PCV13 (8 weeks after the most recent dose and administered 8 weeks apart)
- No history of PPSV23: 1 dose PPSV23 (at least 8 weeks after any prior PCV13 dose) and a 2<sup>nd</sup> dose of PPSV23 5 years later

#### Age 6–18 years

- No history of either PCV13 or PPSV23: 1 dose PCV13, 2 doses PPSV23 (dose 1 of PPSV23 administered 8 weeks after PCV13 and dose 2 of PPSV23 administered at least 5 years after dose 1 of PPSV23)
- Any PCV13 but no PPSV23: 2 doses PPSV23 (dose 1 of PPSV23 administered 8 weeks after the most recent dose of PCV13 and dose 2 of PPSV23 administered at least 5 years after dose 1 of PPSV23)
- PPSV23 but no PCV13: 1 dose PCV13 at least 8 weeks after the most recent PPSV23 dose and a 2<sup>nd</sup> dose of PPSV23 administered 5 years after dose 1 of PPSV23 and at least 8 weeks after a dose of PCV13

#### Chronic liver disease, alcoholism:

##### Age 6–18 years

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

\**Incomplete series* = Not having received all doses in either the recommended series or an age-appropriate catch-up series. See Tables 8, 9, and 11 in the ACIP pneumococcal vaccine recommendations ([www.cdc.gov/mmwr/pdf/rr/rr5911.pdf](http://www.cdc.gov/mmwr/pdf/rr/rr5911.pdf)) for complete schedule details.

### Poliovirus vaccination (minimum age: 6 weeks)

#### Routine vaccination

- 4-dose series at ages 2, 4, 6–18 months, 4–6 years; administer the final dose on or after age 4 years and at least 6 months after the previous dose.
- 4 or more doses of IPV can be administered before age 4 years when a combination vaccine containing IPV is used. However, a dose is still recommended on or after age 4 years and at least 6 months after the previous dose.

#### Catch-up vaccination

- In the first 6 months of life, use minimum ages and intervals only for travel to a polio-endemic region or during an outbreak.
- IPV is not routinely recommended for U.S. residents age 18 years or older.

**Series containing oral polio vaccine (OPV)**, either mixed OPV-IPV or OPV-only series:

- Total number of doses needed to complete the series is the same as that recommended for the U.S. IPV schedule. See [www.cdc.gov/mmwr/volumes/66/wr/mm6601a6.htm?s\\_cid=mm6601a6\\_w](http://www.cdc.gov/mmwr/volumes/66/wr/mm6601a6.htm?s_cid=mm6601a6_w).
- Only trivalent OPV (tOPV) counts toward the U.S. vaccination requirements.
  - Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign).
  - Doses of OPV administered on or after April 1, 2016, should not be counted.
  - For guidance to assess doses documented as “OPV,” see [www.cdc.gov/mmwr/volumes/66/wr/mm6606a7.htm?s\\_cid=mm6606a7\\_w](http://www.cdc.gov/mmwr/volumes/66/wr/mm6606a7.htm?s_cid=mm6606a7_w).
- For other catch-up guidance, see Table 2.

### Rotavirus vaccination (minimum age: 6 weeks)

#### Routine vaccination

- Rotarix:** 2-dose series at 2 and 4 months
- RotaTeq:** 3-dose series at 2, 4, and 6 months
- If any dose in the series is either **RotaTeq** or unknown, default to 3-dose series.

#### Catch-up vaccination

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

### Tetanus, diphtheria, and pertussis (Tdap) vaccination (minimum age: 11 years for routine vaccination, 7 years for catch-up vaccination)

#### Routine vaccination

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

#### Catch-up vaccination

- Adolescents age 13–18 years who have not received Tdap:** 1 dose Tdap, then Td or Tdap booster every 10 years
- Persons age 7–18 years not fully vaccinated\* with DTaP:** 1 dose Tdap as part of the catch-up series (preferably the first dose); if additional doses are needed, use Td or Tdap.
- Tdap administered at age 7–10 years:**
  - Children age 7–9 years** who receive Tdap should receive the routine Tdap dose at age 11–12 years.
  - Children age 10 years** who receive Tdap do not need the routine Tdap dose at age 11–12 years.
- DTaP inadvertently administered on or after age 7 years:**
  - Children age 7–9 years:** DTaP may count as part of catch-up series. Administer routine Tdap dose at age 11–12 years.
  - Children age 10–18 years:** Count dose of DTaP as the adolescent Tdap booster.
- For other catch-up guidance, see Table 2.

#### Special situations

- Wound management** in persons age 7 years or older with history of 3 or more doses of tetanus-toxoid-containing vaccine: For clean and minor wounds, administer Tdap or Td if more than 10 years since last dose of tetanus-toxoid-containing vaccine; for all other wounds, administer Tdap or Td if more than 5 years since last dose of tetanus-toxoid-containing vaccine. Tdap is preferred for persons age 11 years or older who have not previously received Tdap or whose Tdap history is unknown. If a tetanus-toxoid-containing vaccine is indicated for a pregnant adolescent, use Tdap.
- For detailed information, see [www.cdc.gov/mmwr/volumes/69/wr/mm6903a5.htm](http://www.cdc.gov/mmwr/volumes/69/wr/mm6903a5.htm).

\**Fully vaccinated* = 5 valid doses of DTaP OR 4 valid doses of DTaP if dose 4 was administered at age 4 years or older

### Varicella vaccination (minimum age: 12 months)

#### Routine vaccination

- 2-dose series at 12–15 months, 4–6 years
- Dose 2 may be administered as early as 3 months after dose 1 (a dose administered after a 4-week interval may be counted).

#### Catch-up vaccination

- Ensure persons age 7–18 years without evidence of immunity (see *MMWR* at [www.cdc.gov/mmwr/pdf/rr/rr5604.pdf](http://www.cdc.gov/mmwr/pdf/rr/rr5604.pdf)) have a 2-dose series:
  - Age 7–12 years:** routine interval: 3 months (a dose administered after a 4-week interval may be counted)
  - Age 13 years and older:** routine interval: 4–8 weeks (minimum interval: 4 weeks)
  - The maximum age for use of MMRV is 12 years.