



ACADEMY OF OUR LADY OF MERCY

Lauralton Hall

Back to School

Fall 2022



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WELCOME FROM THE HEAD OF SCHOOL

Dear Lauralton,

I hope you are enjoying summer and creating new family traditions. Our LH staff is busy preparing for the 2022-2023 academic year.

In between your summer activities please take time to read through this Back to School information from Lauralton Hall Registrar Pat Krissik, with special attention to the Medical and Emergency Contacts Forms that must be submitted (for both new and returning students) before the first day of school on September 6.

I'm looking forward to seeing all of our students in the Chapel for Opening Mass together on Wednesday, September 7 at 9:30 am, and welcoming our students, faculty and staff for the 2022-2023 academic year!

Enjoy the rest of your summer!

Elizabeth A. Miller
 Elizabeth Miller,
 Head of School



School Business

Medical and Emergency Contacts Forms

The Lauralton Hall 2022-2023 Medical and Emergency Contacts Forms can be accessed at <https://lauraltonhall.myschoolapp.com> and must be submitted for all students. One parent/guardian MUST complete, sign and submit both forms before the first day of school, September 6. If you have more than one daughter at Lauralton, you must submit a form for each student.

Two emergency contacts must be submitted. An emergency contact is not a parent. Parent information is on file. Parents will be the first to be contacted in an emergency, but we require two additional contacts.

Your electronic signature on the form verifies that the information you have provided is accurate and that you agree to abide by the regulations and standards set forth in the 2022-2023 Lauralton Hall Student-Parent Handbook of Expectations. To access the Handbook online, click [here](#). (Submit by September 6, 2022)

Financial Accounts

Financial accounts must be kept current. Tuition bills are available in Blackbaud Tuition Management (formerly called Smart Tuition). Families who wish to pay their tuition in one payment, that payment must be made by July 1. Those opting for two payments, the first payment, representing half the balance, is due July 1, and the second half is due November 1. Ten pay plans begin payments in July and run through April.

All tuition payments must be paid through Blackbaud Tuition Management with an ACH transfer from a bank account or credit card (extra fee will apply for all credit card payments) and two pay and ten pay MUST be set up for auto-draft from your account each month. Invoices for Pay Plan Two and the Ten Pay program included a charge in the amount of \$230 for mandatory tuition insurance. Please call the Business Office at 203-877-2786 (ext. 145) if you have questions about tuition.

Fees for AP Exams (\$100 per exam) will be added to tuition accounts in September.

Prepaid Meal Card Program

Lauralton Hall offers PayPAMS, a secure and easy-to-use prepaid meal card program. Once registered, your daughter can purchase meals in the LH Dining Hall using her school ID. (If your daughter already has an LH account, it is not necessary to re-register.) Among other benefits, you can view your daughter's meal history and ensure that money allocated for meals is not misplaced or forgotten.

To create an account, go to www.paypams.com after August 15 and follow these steps:

1. Click on the 'Sign Up Now' button on the home page.
2. Select CT, then select Lauralton Hall.
3. Create a username and password and enter your contact information.
4. Add your daughter to your account.
5. Make a deposit to the card.
6. Click [here](#) for more information

School Calendar

The online school calendar can be accessed [here](#). Updates to the calendar are reflected as they happen, so please check frequently for the most current information.

To view the 2022-2023 academic calendar "at a glance," click [here](#).

Important Dates Coming Up

July 5: Fall Online book purchase begins
August 17: Athletic forms due
August 23: Athletics Information Meeting
August 25: Fall athletics tryouts begin
August 30: Freshman Fun Day
August 31: Freshman orientation
August 31: Transfer Student Orientation
September 1: Matriculation
September 6: First Day of Classes
September 7: Welcome Back School Mass
September 22: Back to School Night
November 17: Parent-Teacher Conferences
November 21: Parent-Teacher Conferences

Asbestos Inspection Report

In compliance with AHERA regulations, Lauralton Hall is required to inform parents, teachers and employees of the Asbestos Inspection Report and Management Plan. This report/plan is on file in the School office and is available for review by any parent, teacher or employee during normal business hours of the school—7:30 am to 3:30 pm. To review this file, a request must be made to the Head of School.

Lauralton Hall Mission

Inspired by the Mercy Tradition, Lauralton Hall empowers young women to pursue their highest potential through lifelong learning, compassionate service, and responsible leadership in a global society.

Diversity at Lauralton Hall

Inspired by the Mercy Core Values, Academy of Our Lady of Mercy, Lauralton Hall endeavors to create, nurture, and sustain an inclusive culture that inspires all members of our community to share life experiences from their own diverse perspectives and to gain a deeper understanding of people from different races, cultures, religions, and backgrounds.

Faculty and staff embrace practices that inspire young women to open their minds and hearts to others during their time at Lauralton Hall and as they embark on their journey to find their place in the world beyond our campus; we strive to champion diversity, equity, and inclusion for all and empower young women to pursue their highest potential in our global community through lifelong learning, compassionate service, and responsible leadership.

A Voice for Dignity and Respect

Mercy students honor the intrinsic value of the individual and recognize God's presence in each person. We embrace a global vision and value differences of opinion, and are unafraid to confront hostile or hurtful attitudes. By standing up for those who can't, we go beyond acceptance to help make sure everyone feels recognized and heard.

Honor Code

Act honorably with integrity and virtue, treat others with respect and dignity, and approach academics with honesty and pride.



Academics

Calculator Requirement

Lauralton Hall uses the TI-84 (can be regular or Plus) Color Edition calculator which includes a full-color screen and a USB port for data collection. The TI-84 meets the requirement for all math and science courses at Lauralton Hall.

Student Course List

To aid in the purchase of textbooks, your daughter's course list can be accessed on <https://lauraltonhall.myschoolapp.com>. Students will receive finalized schedules on the first day of school.

Online Textbook Sales

Online book purchases for summer (June 13) and fall (July 5) will be available from Follett Virtual at www.academyofourladyofmercyvs.bkstr.com. Ordering by phone at 800-621-4088 is also an option. When purchasing textbooks online at Follett Virtual, three prices will be offered for many titles—new, used and rental. Used paperbacks or used workbooks are not permitted. Follett will update the site if changes occur. If you purchase used or new books from a vendor other than Follett, please be sure the ISBN numbers are the same as listed on the Follett Virtual website to ensure that previously purchased books have not become obsolete. Questions about ordering textbooks should be directed to www.academyofourladyofmercyvs.bkstr.com or 800-621-4088.

Summer Reading Requirements

Click [HERE](#) for the summer book list. Summer required book purchases are available from Follett Virtual at www.academyofourladyofmercyvs.bkstr.com.

Summer reading requirements are listed by course, and students are expected to read the required books for each listed course before returning to school in the fall. A few AP courses have summer assignments that require the use of 2022-2023 textbooks. In these cases, the textbooks are included on the summer reading list. (Note: To avoid duplication, those AP textbooks with summer assignments are not included on the 2022-2023 Follett Virtual campus book list.)

Students should be aware that the ISBN numbers for paperbacks and workbooks must match the ISBN numbers posted on the summer reading list. Used paperbacks and used workbooks are not permitted.

Parent-Teacher Conferences

Thursday, November 17, 5:30 pm – 7:30 pm
Monday, November 21, 3:00 pm – 5:00 pm

Testing Calendar

Freshmen and Sophomores - Periods 2 and 3

For New Students

Introduction to LH Technology for New Students - Web Guide

Lauralton Hall provides a web guide to assist new students in using the School's technologies. Students will receive information on how to access the guide in a school mailing this summer and will have the opportunity to preview the guide before the start of school. During new student orientation, teachers and current students will be available to assist students in mastering some technology elements. Faculty and peer tutors will continue to work with new students during the first quarter to master the expected technologies. During this time, students may also direct questions about LH technology to Mrs. April Kelley '85, Science Teacher and Academic Technology Coordinator or any freshman teacher.



Transportation

School Bus Transportation

Transportation by school bus is provided by the City of Milford for Lauralton Hall students who are residents of Milford and request this service. Parents who want their daughters to take the school bus to or from school must call Durham Bus Company at 203-783-9763 by **August 10**, 2022. Bus schedules and routes will be available after August 13 on the Milford Public Schools website, www.milforded.org.

Public Transportation

Metro-North Railroad offers discounted tickets for students traveling to and from school using their ETIX Mail&Ride program. Once an ETIX account has been established, the user and pin number remains active until the student graduates. It is not necessary to re-register a student at the beginning of each year.

For more information on the registration process: <https://www.lauraltonhall.org/admissions/transportation>.

Adult Campus Access Pass/Campus Security

Access to the Lauralton Hall campus is carefully monitored. All cars must enter campus through the front gate during the school day (between 7:30 am and 3:30 pm). The back gate is open on school days from 7:00 am until 8:05 am and from 2:00 pm to 3:30 pm. During these times the traffic is one-way and all cars must exit via the back gate.

Parent/guardian campus access passes are mandatory for parents and other visitors who drive onto campus during the school day. For parents new to Lauralton Hall, passes (two per family) for the 2022-2023 will be mailed. Please register your pass(es) [here](#) before **August 6**.

Once you register, please place the permit on the interior of the right lowest corner of the windshield. Parents do not receive new passes each year. If additional or replacement passes are needed, they will be granted upon request.

Student Campus Access Pass/Parking Permit

A student who drives to school must have a student campus access pass/parking permit. They can obtain a pass in the Registrar's Office. Register the permit [HERE](#). The student campus access pass/parking permit must be placed on the interior of the right lowest corner of the windshield. The pass is valid as long as the student is enrolled at Lauralton.

Student Drop Off and Pick Up

Morning drop off: Students may be may dropped off at one of two places: 1) in the back of Mercy Hall by the carousel or 2) in the circular drive in front of Mercy Hall.

If parents wish to drop-off in front of Mercy Hall, they need to make a right at the entrance to the circular drive. This area will be restricted to one, one-way driving lane. Please pull as far forward as possible. Have students exit the vehicle from the passenger side to the designated walking lane from which students can go to Mercy Hall, the St. Joseph's School Building or the crosswalk to the Athletic Center. Parent drivers will then proceed to the stop sign at the end of the circular drive, turn right only, and exit the back gate.

For safety, drop-off between the Athletic Center and Mercy Hall is now limited to commuters on the four yellow school buses. No other drop-off is permitted in front of the Athletic Center.

Afternoon pick up: Students may be picked up in the afternoon in the back by the carousel; there is no pick up in the front. When possible, students should be picked up at 2:30 pm, rather than 2:20 pm, allowing time for the parking lot to clear. The circular drive in front of the buildings is reserved for school buses only. Double parking in the driveways, parking in the fire lane and parking in handicapped, reserved or yellow lined spaces is not allowed. There is no parking at any time in the front circular drive or in front of the gym.

Student Safety After School

The school day ends at 2:20 pm. Clubs end and the Math Center closes at 3:00 pm. The Main Office closes at 3:00 pm. No student may remain on campus after 3:00 pm unless in athletics or other supervised school activity.

Visitor Parking and Sign-in

Parents visiting school during the school day should park in the visitor parking spaces to the left of the Athletic Center. To increase the security and safety of students and staff, all visitors, including parents, are required to report to the Main Office immediately upon arrival to sign the visitor log and pick up a visitor badge. The badge must be worn while on campus and returned to the Main Office when exiting. (Subject to change based on COVID-19 guidelines)



Student Life

Book Bag/Backpack Policy

Book bags may be carried in the building during the school day but may not be left in the aisle of a classroom or left unattended anywhere in the buildings.

Mobile Device Use

Students are free to bring their own mobile devices to school for use in the academic setting. These devices include laptops, tablets, e-readers and smartphones. Students must not disrupt the educational environment by placing phone calls during the school day. If it is essential that a student place a brief call, it should never be made in the Chapel, any hallway, or the foyer of Mercy Hall.

- For reasons of safety, students may never use a mobile device for texting while walking.
- Texting is not allowed at any time during a class. The use of mobile devices in the classroom for academic purposes is solely at the discretion of the teacher.
- Lauralton Hall is not responsible for the loss or maintenance of any personal mobile device.
- Teachers may confiscate a mobile device if it is visible in a class. A student must see Dean of Student Development Jennifer Casceillo to have the device returned. Any written violation related to improper use of a mobile device or any confiscation of a mobile device by a teacher results in a detention from the Dean of Students.

School Uniform

Please review the “Standards of Appearance” section of the 2022-2023 Lauralton Hall [Student-Parent Handbook of Standards and Expectations](#) with your daughter to be sure that both you and she fully understand the uniform standards, some of which are repeated below. If necessary, please repair or replace your daughter’s uniforms to be sure she is in compliance with the standards. In particular, please pay attention to the length of the uniform jumper.

There is a strict expectation that the uniform be worn modestly with respect to the length of the skirt (no more than four inches from the middle of the knee) and the appropriate buttoning of the blouse or shirt. Uniform jumpers must be clean and neat in appearance and have working zippers. Sandals, slides, beach shoes, flip-flops, clogs, slippers and boots are not considered appropriate.

The Lauralton Hall dress code consists of the following:

- Regulation navy jumper;
 - Short/long sleeved solid white collared blouse OR
 - Short/long sleeved (no cap sleeves) solid white polo collared shirt (long sleeved shirt may NOT be worn under this) OR
 - Long sleeved solid white turtleneck;
 - Solid white or navy socks (must cover the ankle by at least three inches) or tights;
 - Navy leggings with white socks (no skin showing);
 - FLAT closed-back black, brown, tan or dark navy shoes; Additionally, sneakers may be worn. They must be clean, closed toe, tie-up and may be any color. No high tops, wheelies, slip-ons, cleats or crocs.
 - LH cardigan sweater, which is required for certain events such as Mass or other occasions designated as “letter sweater days.” Students are welcome to wear the sweater any other day;
 - Any Lauralton apparel shirt in school colors purchased in the Lauralton Line school store or for a Lauralton club athletic team may be worn over the navy jumper. These items must be neat and not be worn out or ripped. Lauralton apparel purchased in other colors may be worn on dress down days.
- NOTE: Only seniors may wear a senior sweatshirt. If a student has a senior sweatshirt from an older sibling or friend, the sweatshirt may not be worn during the school day.
- Book bags may be any bag the student is comfortable carrying, but must fit under the classroom desk for safety reasons.

Lauralton Hall school uniform items are available for purchase at [Dennis Uniform](#).

Please check the condition of your daughter’s uniform and purchase a new one if necessary. Juniors are probably ready for a new uniform and should be encouraged to purchase one. Please remember that many of the girls will grow over the school year so plan accordingly when hemming your daughter’s uniform. The length of the jumper should be no more than 4” from the middle of the knee.



From the Athletic Office

Important Dates

- August 17: Athletic forms due
- August 23: Athletics Information Meeting
- August 25: Fall athletics tryouts begin

Athletic Information Meeting

This meeting is mandatory for all new families; however ALL returning athletes and their parents are welcome!

The athletic information meeting (the only mandatory athletics meeting for the academic year) will be held August 23 at 6:30 pm in the Athletic Center. If a student is interested in playing any sport during the 2022-2023 academic year, she must attend this mandatory meeting for all new athletes and their parents. All returning parents and athletes are welcome and encouraged to attend.

For any questions contact Athletic Director Jennifer Casceillo at jcasceillo@lauraltonhall.org or Athletic Office Manager Kim Bernier at lhathletics@lauraltonhall.org.

Tryouts for Fall Sports

Tryouts for Fall Sports will begin on August 25. Tryouts continue over three days. All students including freshmen are eligible to try out for all sports. It is strongly recommended that prospective student-athletes begin conditioning prior to the first practice. Detailed tryout schedules will be posted on the Lauralton website in August. Please remember: a current physical/Health Assessment Record must be on file by **August 17, 2022** for a student to try out. For any questions please contact Athletic Director Jennifer Casceillo at jcasceillo@lauraltonhall.org or Athletic Office Manager Kim Bernier at lhathletics@lauraltonhall.org.

Sports Physicals

Annual current physical examinations are required of students who participate in any sport. A current Health Assessment Record Form (within thirteen months of the physical exam) must be on file and approved by the nurse in order for a student to try out for, practice or play a sport at Lauralton Hall. According to the CIAC regulations,

if the form expires during the playing season, a new form is required without lapse or the student will not be able to continue participation.

Sports Permission Forms

In order to try out and participate in a sport during the 2022-2023 academic year, the following must be completed by **August 17**:

- 1) The student's current Health Assessment Record must be on file at the School
- 2) The student and her parents must submit the online [Athletic Registration Form](#)

Note: You do not need to print the Athletic Registration Form. Your electronic signature certifies that you have read and agree to the terms outlined in the cardiac arrest and concussion waivers and to the rules and regulations in the *Lauralton Hall Athletics Handbook*.

Baseline Testing

Freshmen, junior and transfer athletes will be required to take a baseline impact test before tryouts begin.

Below are the instructions to take the baseline impact test from home.

Impact Instructions:

- Use the following link www.impacttestonline.com/testing to access the online testing site and enter the code: 64d9c82e08
 - Before you start your test, carefully review the instructions for at home testing: <https://impactconcussion.com/wp-content/uploads/impact-at-home-testing-instructions.pdf>

Please note you will need an external mouse or trackpad in order to complete the Impact Test. Touchscreens should not be used for test administration.

All baseline testing must be completed by Friday, August 19. Please e-mail lhathletics@lauraltonhall.org if you have any questions.

Travel Waivers are provided by hardcopy and due once the student makes the team, if needed.

From the Nurse's Office

Regarding Over the Counter [OTC] and prescription medication use during school hours, field trips, and school sponsored after school activity:

- An approved medication order signed by the prescribing medical provider is required for all medication. Please review the policy below and use the link to access the appropriate form for your child's specific need[s]: <https://www.lauraltonhall.org/parents/nurse>
- Milford Board of Education and the Department of Health allow the administration of medications in school by law, and the State of Connecticut regulates this service. No medication can be carried or administered at school without the proper paperwork. All OTC and prescription medication, eye drops, patches and creams etc. to be taken at school require a completed [Authorization for Administration of Medicine Form](#). If a student is to self-administer the medication, she must have written permission (located on the medication form) from the physician and parent, and she must be assessed by the school nurse as competent to self-administer. Some controlled substances and emergency medications must be stored and administered only by the school nurse or trained designee. Those medications are to be delivered to the school nurse by an adult. All OTC medication must remain in the original container and be labeled with the student's name and directions for administration. No plastic baggies allowed. The signed medication forms will be honored for the dates noted on the form and must be renewed annually. All questions regarding medication administration should be directed to the school nurse.



Attendance Policies

Class Attendance

Since class attendance reflects a student's attitude toward school and is a major factor in the successful completion of course work, it is important that students are in school, on time, each and every day. Students with chronic absences are subject to review by the Administration and re-enrollment may be denied. Absence does not excuse a student from tests, quizzes, or assignments. Students are held responsible for all work upon their return to school. The school does not assume responsibility for course work covered during unscheduled vacations. Makeup work and tests for that time period are solely at the discretion of individual teachers. Any unaccountable absence from class is considered "unexcused."

Academic Work During Emergency or Weather Related Closings

Students are expected to check Haiku on days when there is no school due to emergency or weather-related closings (widespread power outages are, of course, an exception). Teachers post instructional materials and/or assignments so that students can continue to move forward in the class.

Absence and Extracurricular Activities

A student must be in school by 8:45 am (for seniors, in time for her first scheduled class) and must attend all classes on her schedule in order to participate in any extracurricular, athletic, or academic activity after school on that day.

Homework after Absence

Students who are absent should access their homework assignments through Haiku, [here](#).

Late Arrival/Tardiness to School

Students are expected to be in their first class in a seat before 8:00 am to avoid being marked tardy. Students who arrive at school after 8:00 am must report to the Attendance Office, present a parental note and sign in. Students who do not sign in receive a violation. Recognizing the particular problems of commuting students, Lauralton Hall excuses five instances of tardiness per quarter. After five warnings for tardiness per quarter and for each tardy thereafter, a student is in violation of the attendance policy. More than nine instances of tardiness per quarter result in further disciplinary action, which may include, but is not limited to, loss of the junior/senior privileges and/or in-school suspension. Persistent tardiness results in more serious consequences. Students who drive to school and abuse the tardy policy with excessive tardiness may lose the privilege of driving to school.

Early Dismissal

Because Lauralton Hall is responsible for its students during the day, it is unacceptable for students to leave campus without parental written permission unless they are exercising their class privilege. Students who plan to leave early must present a parental note to the Attendance Office 24 hours prior to the early dismissal. Students must sign out in the log book before leaving campus. Students who leave early for a doctor appointment are required to present a note from the doctor to the Attendance Office the next school day indicating the student attended the appointment.



Courageous Action. Selfless Spirit.™